

Flight Ticket Cancellation Request

Dear [Airline Customer Service],

I hope this message finds you well. I am writing to formally request the cancellation of my flight ticket due to itinerary adjustments. Below are the details of my booking:

- **Name:** [Your Full Name]
- **Flight Number:** [Flight Number]
- **Date of Travel:** [Date]
- **Booking Reference Number:** [Booking Reference]

I regret to inform you that due to unforeseen circumstances, I am unable to proceed with my travel plans on the scheduled date. I kindly request you to process the cancellation of my ticket and any applicable refunds or credits as per your policy.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]