

Flight Ticket Cancellation Request

Date: [Insert Date]

To: [Airline Customer Service]

Subject: Flight Ticket Cancellation Due to Loss of Travel Companion

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 the unfortunate loss of my travel companion. My booking details are as follows:

- Passenger Name: [Your Name]
- Booking Reference Number: [Your Booking Reference]
- Flight Number: [Flight Number]
- Departure Date: [Departure Date]

This is an extremely difficult time for me and I appreciate your understanding and assistance in processing this cancellation. I would also like to inquire about any potential refund or credit options available due to this cancellation.

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

Sincerely,

[Your Name]

[Your Contact Information]