

Flight Ticket Cancellation Request

Date: [Insert Date]

To: [Airline Company Name]

Customer Service Department

[Airline Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request the cancellation of my flight ticket due to unexpected travel restrictions imposed on [specific date]. My flight details are as follows:

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

Unfortunately, due to the recent travel restrictions caused by [brief explanation of restrictions], I am unable to proceed with my travel plans. I kindly request a full refund or credit for the fare paid, as per your airline's cancellation policy.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]