

# Event Ticket Cancellation and Refund Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To Whom It May Concern,

I am writing to inquire about the cancellation of my tickets for [Event Name] scheduled on [Event Date]. Due to [reason for cancellation], I am unable to attend the event.

My order details are as follows:

- Order Number: [Insert Order Number]
- Ticket Quantity: [Insert Number of Tickets]
- Purchase Date: [Insert Purchase Date]

I would like to request a refund for the tickets purchased. Please let me know the steps I need to follow to complete the cancellation and refund process.

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

Sincerely,

[Your Name]