Event Ticket Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request the cancellation of my tickets to [Event Name] scheduled for [Event Date] at [Event Venue]. My order details are as follows:

- Order Number: [Insert Order Number]
- Ticket Type: [Insert Ticket Type]
- Quantity: [Insert Quantity]

Due to [brief explanation of reason for cancellation], I am unable to attend the event. I kindly ask you to process my cancellation request and refund my ticket purchase according to your policies.

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

Sincerely,

[Your Name]