

Event Ticket Refund Application

Date: [Insert Date]

To,

[Event Organizer's Name]

[Event Organizer's Address]

[City, State, Zip Code]

Dear [Event Organizer's Name],

I am writing to formally request a refund for my ticket for the [Event Name] scheduled on [Event Date] at [Event Venue]. Unfortunately, due to [reason for cancellation such as unforeseen circumstances, illness, etc.], I am unable to attend the event.

My ticket details are as follows:

- Order Number: [Insert Order Number]
- Ticket Holder Name: [Your Name]
- Event Date: [Event Date]
- Ticket Type: [General Admission/VIP/etc.]
- Amount Paid: [Insert Amount]

According to the refund policy mentioned on your website, I believe I am eligible for a full refund. I would appreciate your prompt response regarding this matter, and I hope to receive the refund at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]