

Ticket Cancellation Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We regret to inform you that your ticket for [Event/Flight/Show Name] scheduled on [Date of Event/Flight] has been cancelled.

The cancellation is due to [Reason for Cancellation]. We understand that this may cause inconvenience, and we sincerely apologize for any disruption this may have caused to your plans.

As a result of this cancellation, we are offering you a full refund. Your refund will be processed within [number of days] days, and the amount will be credited to your original payment method.

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Company Contact Information]