

Ticket Cancellation Confirmation Request

Date: [Insert Date]

Customer Service Department

[Company Name]

[Company Address]

Dear Customer Service Team,

I am writing to formally request confirmation of the cancellation of my ticket. The details of my booking are as follows:

- Ticket Number: [Insert Ticket Number]
- Name on Ticket: [Insert Name]
- Date of Travel: [Insert Date]
- Departure Location: [Insert Location]
- Destination: [Insert Destination]

I would appreciate it if you could send me a confirmation regarding the cancellation and any applicable refunds at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]