

Ticket Cancellation Due to Conflict

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the cancellation of my ticket for [Event/Travel Details] scheduled on [Date of Event/Travel]. Unfortunately, due to an unforeseen conflict, I will be unable to attend.

Details of the Ticket:

- Ticket Number: [Insert Ticket Number]
- Event/Travel: [Event/Travel Description]
- Date: [Date]

I kindly ask for confirmation of the cancellation and any potential refund or credit that may be available. Thank you for your understanding and assistance in this matter.

Sincerely,

[Your Name]