

# Ticket Cancellation Request

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the cancellation of my ticket due to unforeseen health reasons. My booking details are as follows:

- Ticket Number: [Ticket Number]
- Passenger Name: [Your Name]
- Date of Travel: [Date of Travel]
- Flight/Train/Bus Number: [Flight/Train/Bus Number]

Unfortunately, due to my current health condition, I will not be able to travel as planned. I would appreciate your assistance in processing my cancellation and issuing any applicable refund.

Thank you for your understanding. I look forward to your prompt response.

Sincerely,  
[Your Name]