

Urgent Ticket Cancellation Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Urgent Ticket Cancellation Notice

Dear [Recipient's Name],

This is to inform you that your ticket for [Event/Travel Details] scheduled on [Date] has been cancelled due to [reason for cancellation]. We sincerely apologize for any inconvenience this may cause.

If you require further assistance or wish to reschedule your ticket, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]