

Refund Request for Event Ticket

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Event Organizer's Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a refund for my ticket to [Event Name] held on [Event Date]. Unfortunately, I was unable to attend due to [brief reason for refund request].

My ticket details are as follows:

- Order Number: [Insert Order Number]
- Purchase Date: [Insert Purchase Date]
- Ticket Type: [Insert Ticket Type]

I kindly ask that you process my refund at your earliest convenience. Please let me know if you require any further information or documentation to expedite this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]