

Refund Request for Travel Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Team/Specific Contact Name],

I hope this message finds you well. I am writing to formally request a refund for my travel arrangements that were unfortunately canceled.

Booking Reference: [Your Booking Reference]

Travel Dates: [Original Travel Dates]

Reason for Cancellation: [Brief Reason for Cancellation]

According to your cancellation policy, I am entitled to a full refund under such circumstances. I have attached relevant documents for your reference.

Please let me know if you require any additional information to process my request. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]