

Ticket Refund Request for Music Festival

Date: [Insert Date]

Customer Service Team

[Music Festival Name]

[Festival Address]

[City, State, Zip]

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally request a refund for my ticket to the [Music Festival Name] that was scheduled for [Insert Date of Festival]. Unfortunately, due to [briefly explain reason - e.g., unforeseen circumstances, illness, etc.], I am unable to attend.

Here are the details of my ticket purchase:

- Order Number: [Insert Order Number]
- Ticket Holder Name: [Insert Name]
- Email Address: [Insert Email]
- Purchase Date: [Insert Purchase Date]
- Amount Paid: [Insert Amount]

As per your refund policy, I would appreciate your assistance in processing this refund. Please let me know if you require any further information or documentation to proceed.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip]

[Your Phone Number]

[Your Email]