

Request for Refund on Event Tickets

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a refund for my tickets purchased for [Event Name] that took place on [Event Date]. Unfortunately, due to [reason for cancellation such as illness, scheduling conflict, etc.], I was unable to attend the event.

Details of my purchase are as follows:

- Transaction ID: [Insert Transaction ID]
- Number of Tickets: [Insert Number]
- Purchase Amount: [Insert Amount]
- Payment Method: [Insert Payment Method]

As per your refund policy, I kindly request a full refund to be processed to my original payment method. I have attached a copy of my ticket confirmation and any other relevant documentation for your reference.

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

Sincerely,

[Your Name]