

# Request for Refund of Unused Tickets

Date: [Insert Date]

To,

[Company Name]

[Company Address]

Dear [Customer Service Team/Specific Name],

I am writing to formally request a refund for unused tickets purchased on [Purchase Date] for [Event/Travel Details]. The details of the tickets are as follows:

- Ticket Number: [Insert Ticket Number]
- Event/Travel Date: [Insert Date]
- Number of Tickets: [Insert Number]

Due to [reason for unused tickets, e.g., cancellation, personal reasons], I was unable to use the tickets. According to your refund policy, I believe I am eligible for a refund.

Please let me know the next steps in the refund process. I have attached a copy of the purchase confirmation and any relevant documentation for your reference.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]