

Dear [Travel Agency/Company Name],

I hope this message finds you well. I am writing to inquire about the status of my refund request for my recent travel booking.

Booking Reference: [Your Booking Reference]

Travel Dates: [Travel Dates]

Passenger Name: [Your Name]

I submitted my refund request on [Date of Refund Request] and would appreciate any updates regarding the processing time and expected date of completion.

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

Sincerely,

[Your Name]

[Your Contact Information]