

Dispute of Cancellation Penalties

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Airline Name]

[Airline Address]

[City, State, Zip Code]

Subject: Dispute of Cancellation Penalty Charges - [Booking Reference Number]

Dear Customer Service Team,

I am writing to formally dispute the cancellation penalty charges associated with my recent flight booking, reference number [Insert Booking Reference Number], scheduled for [Insert Flight Date].

Due to [Reason for Cancellation], I was forced to cancel my flight. According to your cancellation policy as stated on your website, I believe that I am entitled to a full refund, as [Explain Reason].

Enclosed with this letter are copies of my booking confirmation, correspondence regarding the cancellation, and any relevant medical or official documents supporting my request.

I kindly ask you to review my case and provide me with a prompt resolution. I would appreciate receiving confirmation of the cancellation charges being waived and my refund processed at your earliest convenience.

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

Sincerely,

[Your Name]