

Cancellation Request for Airport Transfer Service

To: [Service Provider Name]

Date: [Current Date]

Dear [Service Provider's Contact Name],

I hope this message finds you well. I am writing to formally request the cancellation of my airport transfer service scheduled for [Date of Service] at [Time of Service]. My booking reference number is [Booking Reference Number].

Due to [reason for cancellation], I am unable to proceed with my travel plans. I kindly ask that you process my cancellation and let me know about any potential refund, if applicable.

Thank you for your understanding and assistance in this matter. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Contact Information]
[Your Address]