

Inquiry Regarding Airline Fare Refund

Date: [Insert Date]

To: [Airline Name]

Customer Service Department

[Airline Address]

[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to inquire about a refund for a flight cancellation that occurred on [Insert Flight Date]. My booking reference number is [Insert Booking Reference Number].

Due to [briefly explain reason for refund, e.g., unexpected circumstances], I was unable to travel as planned. According to your airline's policy, I believe I am eligible for a refund of the fare paid.

I would sincerely appreciate your assistance in processing this refund at your earliest convenience. If any further information or documentation is required, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Warm regards,

[Your Name]

[Your Address]

[City, State, Zip Code]