

Cancellation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the cancellation of the convenience fee charged for my recent ticket purchase for [Event Name] on [Event Date], under the order number [Order Number].

After reviewing the terms of the ticket purchase and the associated convenience fee, I believe that the charge is unjustified due to [briefly explain reason for dispute]. As such, I kindly request that this fee be waived and the amount refunded to my original payment method.

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

Sincerely,

[Your Name]