

# Air Ticket Cancellation Request Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Airline Name]

[Address]

[City, State, ZIP Code]

Subject: Air Ticket Cancellation Request

Dear Sir/Madam,

I hope this letter finds you well. I am writing to request the cancellation of my flight reservation due to unforeseen circumstances. I had booked the following flight with your airline:

Flight Details:

- Booking Reference Number: [Booking Reference Number]
- Passenger Name: [Your Full Name]
- Departure City: [Departure City]
- Destination City: [Destination City]
- Departure Date: [Departure Date]
- Flight Number: [Flight Number]

Unfortunately, due to [mention the reason for cancellation, such as a medical emergency, personal reasons, change in plans, or any other valid reason], I am unable to proceed with my travel plans on the scheduled date.

I understand that there might be certain charges or fees associated with the cancellation, and I am willing to comply with the airline's policy in this regard. If possible, I request you to waive or minimize

any cancellation fees considering the unforeseen nature of the situation.

To proceed with the cancellation, I kindly request you to take the following actions:

1. Cancel the reservation for the aforementioned flight.
2. Provide me with the details of any applicable cancellation fees and the refund amount, if any, after deducting the charges.
3. Process the refund, if applicable, in the original mode of payment used for booking the ticket.

I would appreciate it if you could expedite this cancellation process as my travel date is approaching soon. Kindly acknowledge this cancellation request and keep me informed about the status of my refund.

If there is any additional information or documentation required from my end to facilitate the cancellation, please do not hesitate to contact me using the contact details provided above.

I understand the challenges faced by the airline industry in managing these situations, and I sincerely hope for your understanding and cooperation.

Thank you for your prompt attention to this matter. I look forward to your positive response and a swift resolution to the cancellation request.

Yours sincerely,

[Your Full Name]

[Signature if submitting a physical letter]