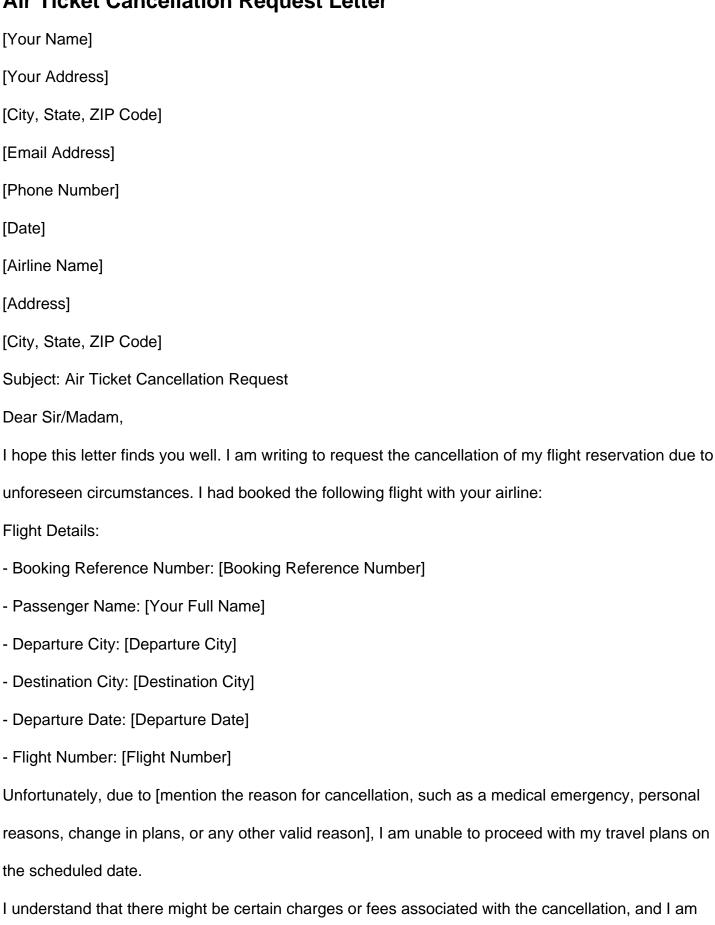
Air Ticket Cancellation Request Letter



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]