

Formal cancellation request for booked ticket

Subject: Request for Cancellation of Air Ticket

Dear Customer Service Team,

I am writing to formally request the cancellation of my booked air ticket. The ticket details are as follows: Booking Reference Number: [insert reference], Passenger Name: [insert name], Flight Number: [insert flight number], Scheduled Date of Travel: [insert date].

Unfortunately, due to unavoidable personal circumstances, I will not be able to proceed with this journey. I kindly request you to cancel the ticket and process the applicable refund as per your company's policies. Please confirm the cancellation and notify me of the refund timeline.

Thank you for your assistance.

Sincerely,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/air-ticket-cancellation-request-letter>