

Official request to cancel for another person

Subject: Request to Cancel Air Ticket on Behalf of [Passenger Name]

Dear Customer Care,

I am writing on behalf of [Passenger Name], who had booked a ticket under Booking Reference [reference number], Flight [flight number] on [date]. Due to [reason: illness, travel restrictions, personal issue], they are unable to travel.

As their authorized representative, I kindly request the cancellation of this ticket and the processing of any applicable refund. Please find attached the authorization letter signed by [Passenger Name].

Thank you for your prompt attention.

Sincerely,

[Your Name]

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