

Cancellation with rescheduling request

Subject: Cancellation and Rescheduling Request

Dear Reservation Desk,

I wish to cancel my upcoming ticket (Booking Reference: [reference]) for Flight [flight number] on [date], as I am unable to travel on the planned date. However, I would like to reschedule the journey to a later date if possible.

Please provide me with the available options, rescheduling charges, and refund policy. Kindly cancel the current ticket and guide me on the process of rebooking.

Regards,

[Your Name]

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