

Emotional cancellation request

Subject: Ticket Cancellation Request Due to Family Emergency

Dear [Airline Name] Team,

I am deeply saddened to inform you that I need to cancel my air ticket (Booking Reference: [reference number]) scheduled for [date]. Due to an urgent family emergency, I cannot make the journey at this time.

I kindly request your understanding in processing this cancellation and any possible refund or travel credit. Your assistance during this difficult time means a lot to me.

Warm regards,

[Your Name]

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