

Professional Travel Refund Letter

Subject: Travel Booking Refund Request - Booking Reference [Number]

Dear Travel Services Team,

I am writing to request a refund for my travel booking made through your agency on [Booking Date].

Booking Information:

- Booking Reference: [Reference Number]
- Travel Dates: [Dates]
- Destination: [Location]
- Total Amount Paid: [Amount]
- Booking Agent: [Agent Name if applicable]

Due to [reason for cancellation - e.g., medical emergency, travel restrictions, family emergency], I am unable to proceed with this trip and need to cancel my booking entirely.

I understand that cancellation policies vary depending on the suppliers and timing. However, given the circumstances [elaborate if exceptional circumstances apply], I am requesting consideration for a full or partial refund of my booking.

I have reviewed your terms and conditions and believe my situation qualifies for [specify - full refund, partial refund, travel credit] under [specific policy clause if known].

Attached please find:

- Copy of original booking confirmation
- Payment receipts
- Documentation supporting my cancellation reason [if applicable]
- Travel insurance information [if relevant]

I would appreciate your assistance in processing this refund as quickly as possible. Please let me know what additional steps or documentation might be required.

I can be reached at [Phone Number] during business hours or via email at [Email Address] at any

time.

Thank you for your understanding and assistance in resolving this matter.

Sincerely,

[Your Name]

[Date]

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