

Flight Cancellation Letter

Dear [Passenger Name],

We regret to inform you that your scheduled flight [Flight Number] on [Date] from [Departure City] to [Arrival City] has been cancelled due to [reason for cancellation].

We understand that this news may be disappointing and inconvenient for you, and we sincerely apologize for the inconvenience caused. Our team has worked hard to find alternative arrangements to accommodate your travel plans.

We have two options available for you:

1. Rebook your flight: We can offer you the next available flight that meets your requirements.

Please let us know your preferred travel dates, and we will do our best to accommodate your request.

2. Refund: If you prefer not to travel, we can offer you a full refund for the unused ticket. Please provide us with your bank details, and we will process the refund as soon as possible.

Please let us know your preference by replying to this email or contacting our customer service team at [phone number/email address] within the next 24 hours. We would like to assist you in making the necessary arrangements as quickly as possible.

Once again, we apologize for any inconvenience caused by the cancellation. We value your business and look forward to serving you again soon.

Sincerely,

[Your Name]

Customer Service Representative

[Name of Airline]