

Professional Flight Cancellation Letter Template

Subject: Cancellation of Scheduled Flight

Dear [Airline Customer Service Manager],

I am writing to formally request the cancellation of my flight reservation with booking number [Booking Reference Number], scheduled for [Date], from [Departure Airport] to [Destination Airport].

I apologize for any inconvenience this may cause and would appreciate detailed instructions on the cancellation process, including refund or credit options available to me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

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