

Official Flight Cancellation Letter Template

Subject: Official Cancellation of Flight Booking

Dear Sir/Madam,

This letter serves as official notification to cancel my flight reservation with booking reference [Booking Reference Number], scheduled for [Date] from [Departure City] to [Destination City].

Please process this cancellation and provide confirmation along with details regarding applicable refunds, credits, or policies.

Thank you for your prompt action.

Yours faithfully,

[Your Name]

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