

Preliminary event cancellation claim

Subject: Request for Refund/Compensation " Cancelled Event

Dear [Organizer's Name],

I had purchased tickets for [Event Name] scheduled on [Date], which was unfortunately cancelled. I request a refund of the ticket cost along with any compensation applicable for the inconvenience caused.

Please confirm the process and timeline for the refund. My ticket details are attached for verification.

Thank you for your cooperation.

Sincerely,

[Your Name]

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