

Heartfelt Refund Request Event Cancellation

Subject: Request for Refund â€™ [Event Name]

Dear [Organizer Name],

I was looking forward to attending [Event Name] on [Event Date], but unfortunately, the event was cancelled. I understand these situations happen, but I kindly request a refund for my ticket.

Attached is my ticket and proof of purchase. I hope for your understanding and prompt assistance.

Warm regards,

[Your Name]

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