Quick Email Refund Unused Reservation

Subject: Request for Refund – [Reservation/Booking ID]

Hello [Service Provider],

I was unable to use my reservation for [Service/Booking] on [Date]. Could you please process a refund for my payment?

Thank you for your prompt assistance.

Best,

[Your Name]

Get more templates here: https://www.lettersandtemplates.com/letters/refund-request-letter