Train Ticket Refund Letter Sample



The reason for requesting a refund is [briefly explain the reason for the cancellation, such as personal emergency, sudden change in plans, etc.].

I kindly request your prompt attention to this matter. If possible, I would prefer to receive the refund via the same payment method used for the original booking. If there are any required forms or documents that need to be completed, please provide them along with any instructions for submission.

Enclosed with this letter are copies of the ticket booking confirmation and any relevant supporting documents [if applicable]. I kindly ask for your understanding and cooperation in processing this refund as efficiently as possible.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any additional information or if there are any further steps I need to take to facilitate the refund process. Thank you for your attention to this matter. I am looking forward to your prompt response and a successful resolution to this issue.

Sincerely,

[Your Full Name]

Enclosures:

- Copy of Ticket Booking Confirmation
- [Any Additional Supporting Documents]