

Train Ticket Refund Letter Sample

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Request for Train Ticket Refund

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request a refund for a train ticket that I had purchased for a journey on [Date of Journey]. Unfortunately, due to unforeseen circumstances, I am unable to undertake the journey as originally planned and would appreciate your assistance in processing a refund for the ticket.

Details of the ticket purchase are as follows:

- Ticket Booking Reference Number: [Booking Reference Number]
- Date of Booking: [Date of Booking]
- Departure Station: [Departure Station]
- Arrival Station: [Arrival Station]
- Date of Journey: [Date of Journey]
- Passenger Name(s): [Your Name]
- Ticket Price: [Ticket Price]
- Seat/Coach Number: [Seat/Coach Number]
- Payment Method: [Payment Method]

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]