

Formal Train Ticket Refund Letter for Unused Ticket

Dear [Railway Company Name],

I am writing to request a refund for my unused train ticket, booking reference number [Booking Reference], for the journey scheduled on [Date] from [Departure Station] to [Arrival Station].

Unfortunately, I was unable to travel due to unforeseen circumstances.

I kindly request that the fare be refunded to my original payment method or as per your company policy. I have attached a copy of the ticket and proof of purchase for your reference.

Thank you for your prompt assistance.

Sincerely,

[Your Name]

[Contact Information]

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