

Provisional Refund Request Letter

Dear [Railway Authority],

I am submitting this letter to request a provisional refund for my ticket, booking reference [Booking Reference], for the journey on [Date], which I could not utilize due to unforeseen circumstances.

Please process the refund according to your company's provisional policies, and let me know if further information is needed.

Thank you for your consideration.

Sincerely,

[Your Name]

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