Flight Ticket Refund Request

From,

[Your Name],

[Your Address],

[Your Phone Number]

[Your Mail]

Date:

To,

[Receiver’s Name],

[Address],

[Phone Number]

[Mail]

Dear [Name] Sir,

I am writing for a refund of flight ticket. I purchased [specify the number of tickets purchased] through your travel agency to travel with my wife to [Destination]. The tickets were purchased on the [Date purchased].

The flight was scheduled to depart from USA on the [Flight Schedule – Date and Time] and arrive at [Destination] at [Landing time].

However, due to [specify the reason for the cancellation], I would like to cancel the flight ticket, please find enclosed a copy of the ticket and booking confirmation.

Therefore, I request that you cancel my tickets and refund my payment in the sum of [total sum of flight tickets amount], should you require additional information please, contact me via my mail ----------------------------- or my phone number-----------------------

Thank you for your cooperation I look forward to hearing from you.

Yours faithfully,

[Your Name]