

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Airline Name]
[Airline Customer Service Address]
[City, State, Zip Code]

Dear Customer Service Team,

Subject: Cancellation of Reservation #[Reservation Number]

I am writing to formally request the cancellation of my airline reservation with the reference number [Reservation Number], which was scheduled for [Flight Date] from [Departure City] to [Arrival City]. Due to [brief reason for cancellation, if desired], I am unable to proceed with my travel plans. I understand the airline's cancellation policy and would appreciate any guidance on the necessary steps to finalize this cancellation.

Please confirm the cancellation of my reservation and inform me if any refund or credit will be issued.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]