

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

Customer Service

[Airline Name]  
[Airline Address]  
[City, State, Zip Code]

Subject: Request for Ticket Refund - [Booking Reference Number]

Dear Customer Service,

I hope this message finds you well. I am writing to formally request a refund for my airline ticket due to [reason for refund request, e.g., cancellation, illness, schedule change].

Here are the details of my booking:

- Passenger Name: [Your Name]
- Booking Reference Number: [Booking Reference Number]
- Flight Number: [Flight Number]
- Date of Travel: [Date of Travel]
- Departure City: [Departure City]
- Destination City: [Destination City]

I have attached any relevant documents to support my request, including [mention any attached documents, e.g., cancellation confirmation, medical certificate, etc.].

According to your refund policy, I believe I am eligible for a full refund. I would appreciate your swift processing of this request. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]