

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Travel Agency or Airline Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Refund Request for Travel Cancellation

Dear [Recipient's Name or "Customer Service Team"],  
I hope this message finds you well. I am writing to formally request a refund for my travel booking that I unfortunately had to cancel.

Booking Details:

- Booking Reference Number: [Your Booking Reference Number]
- Travel Dates: [Original Travel Dates]
- Passenger Name(s): [Name(s) of Passengers]

Due to [reason for cancellation, e.g., unexpected circumstances, illness, etc.], I was unable to proceed with my travel plans. As per your cancellation policy, I believe I am entitled to a refund for the unused services.

I have attached copies of the relevant documentation, including my booking confirmation and any correspondence regarding the cancellation. I appreciate your prompt attention to this matter and look forward to receiving my refund at your earliest convenience. If you require any further information, please do not hesitate to contact me.

Thank you for your understanding.

Sincerely,

[Your Name]