

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

Customer Service

Ikon Pass

[Ikon Pass Address]

[City, State, Zip Code]

Dear Ikon Pass Customer Service,

Subject: Cancellation of Ikon Pass

I am writing to formally request the cancellation of my Ikon Pass for the [Season/Year]. My account details are as follows:

- Name: [Your Full Name]
- Account Number: [Your Account Number]
- Purchase Date: [Purchase Date]

Due to [brief reason for cancellation, e.g., personal circumstances, financial issues], I have decided to cancel my pass. I kindly ask for a confirmation of cancellation and any applicable refund process information.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]