

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

JTB Corporation

[Their Address]  
[City, State, Zip Code]

Subject: Request for Refund

Dear JTB Customer Service,

I hope this message finds you well. I am writing to formally request a refund for my recent booking with the reference number [Insert Booking Reference Number].

Details of the booking are as follows:

- Name: [Your Name]
- Booking Date: [Insert Date]
- Travel Dates: [Insert Travel Dates]
- Description of Services: [e.g., tour package, flight, hotel reservation]

Unfortunately, due to [reason for refund request, e.g., cancellation, change of plans], I am unable to proceed with my travel plans. According to your refund policy, I understand that I am eligible for a refund under these circumstances.

I have attached all relevant documents, including the booking confirmation, payment receipt, and any correspondence related to this matter.

Please let me know if you require any further information to process my request. I appreciate your prompt attention to this matter and look forward to your positive response.

Thank you for your assistance.

Sincerely,

[Your Name]