

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

[Recipient's Name or Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name or Customer Service],

Subject: Cancellation of Festival Tickets

I hope this message finds you well. I am writing to formally request the cancellation of my tickets for [Name of the Festival], scheduled to take place on [Date(s) of the Festival].

The details of my purchase are as follows:

- Order Number: [Your Order Number]
- Ticket Holder Name: [Your Name]
- Number of Tickets: [Number of Tickets]

Due to unforeseen circumstances, I am unable to attend the festival and would like to explore any available options for cancellation and a potential refund.

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]