

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

[Airline Name]
[Customer Service Department]
[Airline Address]
[City, State, Zip Code]

Subject: Request for Cancellation of Plane Ticket

Dear [Customer Service Manager/Specific Department],

I hope this letter finds you well. I am writing to formally request the cancellation of my plane ticket with the reservation number [Your Reservation Number].

The details of my flight are as follows:

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

Due to [brief explanation of reason, if desired], I am unable to travel as planned. I would appreciate your assistance in processing this cancellation and informing me about any applicable refund or credit policies.

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]