

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my ticket, which was booked under the following details:

- Ticket Number: [Ticket Number]
- Passenger Name: [Your Name]
- Date of Travel: [Travel Date]

Due to [reason for cancellation], I am unable to proceed with my travel plans. I kindly ask for your assistance in processing this cancellation. Please let me know if there are any fees associated with this cancellation and the steps I need to take to finalize the process.

Thank you for your understanding and prompt attention to this matter.

Sincerely,
[Your Name]