

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Ticket Seller/Concert Organizer's Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Ticket Seller/Organizer's Name],  
I am writing to formally request the cancellation of my concert tickets  
for [Concert Name] scheduled on [Date] at [Venue]. My order number is  
[Order Number].

Due to [reason for cancellation], I am unable to attend the event. I  
would appreciate your assistance in processing my cancellation and  
informing me about any potential refund options available.

Thank you for your understanding. I look forward to your prompt response.

Sincerely,  
[Your Name]