

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

Subject: Train Ticket Cancellation Request

Dear [Customer Service Team/Specific Person's Name],  
I hope this message finds you well. I am writing to request the  
cancellation of my train ticket booked under the name [Your Full Name].

The details of the ticket are as follows:

- \*\*Train Number:\*\* [Train Number]
- \*\*Date of Journey:\*\* [Date]
- \*\*From:\*\* [Departure Station]
- \*\*To:\*\* [Destination Station]
- \*\*Booking Reference Number:\*\* [Booking Reference]

Due to [reason for cancellation, e.g., unforeseen circumstances, schedule change], I am unable to travel as planned. I kindly ask you to process the cancellation of my ticket and inform me about the refund process. Thank you for your assistance. I look forward to your prompt response.

Sincerely,  
[Your Name]