

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Event Organizer's Name]
[Organizer's Company/Organization Name]
[Organizer's Address]
[City, State, Zip Code]

Dear [Event Organizer's Name],

Subject: Ticket Cancellation and Refund Request

I hope this message finds you well. I am writing to formally request the cancellation of my ticket for [Event Name] scheduled for [Event Date] at [Event Location].

My ticket order details are as follows:

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

Due to [brief explanation of reason for cancellation, e.g., unforeseen circumstances, scheduling conflict], I am unable to attend the event.

I kindly request a full refund for my ticket(s) as per your cancellation policy. Please let me know if you require any additional information to process my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]