

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

Subject: Request for Ticket Refund

Dear [Customer Service/Specific Name],

I hope this message finds you well. I am writing to formally request a refund for my ticket purchased on [Purchase Date] for [Event/Flight Name] scheduled on [Event/Flight Date].

Due to [reason for refund request, e.g., a scheduling conflict, illness, cancellation of the event], I am unable to attend the event. My ticket confirmation number is [Confirmation Number].

In accordance with your refund policy, I kindly ask for your assistance in processing this request at your earliest convenience. Please let me know if you require any additional information to facilitate the process. Thank you for your understanding and support.

Sincerely,
[Your Name]