

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

[Ticketing Company Name]  
[Customer Service Address]  
[City, State, Zip Code]

Subject: Request for Ticket Cancellation

Dear [Customer Service Team/Specific Contact Name],  
I hope this message finds you well. I am writing to formally request the cancellation of my ticket for [Event/Travel Details] scheduled on [Date of Event/Travel].

Ticket Details:

- Ticket Number: [Insert Ticket Number]
- Name on Ticket: [Your Name]
- Event/Travel Location: [Venue/Destination]

Due to [brief explanation of reason for cancellation], I am unable to attend. I understand that I may be subject to your cancellation policy and any applicable fees.

Please confirm the cancellation of my ticket and let me know if you need any further information to process this request.

Thank you for your assistance.

Sincerely,  
[Your Name]