

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

Dear [Recipient's Name],

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

My ticket details are as follows:

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

Due to [reason for cancellation, e.g., unforeseen circumstances, scheduling conflict], I regret that I will not be able to attend the event. I kindly request confirmation of my ticket cancellation and information regarding any applicable refund process.

Thank you for your understanding and assistance in this matter.

Sincerely,  
[Your Name]