

Subject: Ticket Cancellation Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the cancellation of my ticket for [Event/Flight/Train] scheduled on [Date] with the reference number [Ticket Reference Number].

Unfortunately, due to [reason for cancellation], I am unable to attend. I would appreciate your assistance in processing this cancellation and any applicable refund details.

Thank you for your understanding and support. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Contact Information]

[Your Address]