[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Organization/Event Name]
[Organization Address]
[City, State, ZIP Code]
Dear [Recipient Name],
I hope this message finds you well. I am writing to formally request the cancellation of my tickets for the [Event Name] scheduled for [Event Date]. My order number is [Order Number].
Due to [brief reason for cancellation, if desired], I will not be able to attend the event. I kindly ask for your assistance in processing the cancellation and any applicable refund as per your policy.
Thank you for your understanding. I look forward to your prompt response.
Sincerely,
[Your Name]