

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Airline/Travel Agency Name]
[Address]
[City, State, Zip Code]

Subject: Ticket Cancellation Due to Illness

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 (Reservation Number: [Your Reservation Number]) for the flight scheduled on [Flight Date] from [Departure City] to [Destination City].

Unfortunately, I have recently fallen ill and, upon my doctor's advice, am unable to travel as planned. I have attached the necessary medical documentation to substantiate my request for cancellation.

I would appreciate your assistance in processing my cancellation and issuing a refund to the original payment method, if applicable.

Thank you for your understanding and support during this time.

Sincerely,
[Your Name]