

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

[Airline Name]
[Airline Address]
[City, State, ZIP Code]

Subject: Airline Ticket Cancellation Request

Dear Customer Service,

I hope this message finds you well. I am writing to formally request the cancellation of my airline ticket due to [reason for cancellation]. Below are the details of my booking:

- Passenger Name: [Your Name]
- Booking Reference Number: [Booking Reference]
- Flight Number: [Flight Number]
- Departure Date: [Departure Date]
- Departure City: [Departure City]
- Destination City: [Destination City]

According to your cancellation policy, I understand that I am eligible for [details about any refunds or credits if applicable]. Please let me know the next steps for processing my cancellation and any further information you may need.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]