

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

[Travel Agency Name]
[Agency Address]
[City, State, ZIP Code]

Subject: Ticket Cancellation Request

Dear [Travel Agency Name or specific contact person],
I hope this message finds you well. I am writing to formally request the cancellation of my travel tickets booked through your agency.

****Booking Details:****

- Passenger Name: [Your Name]
- Booking Reference Number: [Your Booking Reference Number]
- Travel Dates: [Original Travel Dates]
- Departure Destination: [Departure City]
- Arrival Destination: [Arrival City]

Due to unforeseen circumstances, I am unable to proceed with my planned travel. I kindly ask for your assistance in processing this cancellation and any applicable refunds as per your cancellation policy.

Please confirm the cancellation and any further steps I need to take. I appreciate your prompt attention to this matter.

Thank you for your understanding.

Sincerely,
[Your Name]