

[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]