

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

Subject: Ticket Cancellation Request for Holiday Trip

Dear [Customer Service/Specific Person's Name],
I hope this message finds you well. I am writing to formally request the cancellation of my travel itinerary for my upcoming holiday trip. Below are the details of my booking:

- Booking Reference Number: [Your Booking Reference]
- Traveler Name(s): [Your Name, Other Traveler Names if applicable]
- Travel Dates: [Start Date] to [End Date]
- Destination: [Destination]

The reason for cancellation is [briefly state reason, e.g., unforeseen circumstances, change in plans, etc.]. According to your cancellation policy, I am aware that I may be eligible for a refund [if applicable, mention any specific details about the policy].

Please confirm the cancellation of my tickets and provide information regarding the refund process, if applicable. Should you require any additional information or documents to process my request, please let me know.

Thank you for your assistance. I look forward to your prompt response.
Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]