

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

Customer Service

[Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Ticket Cancellation Request

Dear Customer Service,

I hope this message finds you well. I am writing to formally request the cancellation of my ticket due to unexpected changes in my plans.

Below are the details of my ticket:

- Ticket Number: [Ticket Number]
- Passenger Name: [Your Name]
- Date of Travel: [Travel Date]
- Destination: [Destination]

Given the circumstances, I kindly ask for a full refund or any applicable cancellation options. Please let me know if you require any further information to process this request.

Thank you for your understanding and assistance. I look forward to your prompt response.

Sincerely,  
[Your Name]