

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]

Customer Service
Toronto Transit Commission
1900 Yonge Street
Toronto, ON M4S 1Z2

Subject: Request for Refund

Dear TTC Customer Service,

I hope this message finds you well. I am writing to formally request a refund for my TTC fare due to [briefly explain the reason, e.g., service disruption, ticket issue, etc.].

Details of my request are as follows:

- Date of incident: [Insert date]
- Ticket type: [Insert type, e.g., Metropass, tokens, etc.]
- Amount: [Insert amount]
- Transaction ID or reference number: [Insert number] (if applicable)

I have attached any relevant documents, including receipts and supporting evidence, to facilitate the processing of my request.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]