

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

Customer Service Department
JXS Airlines

[Airline Address]
[City, State, Zip Code]

Subject: Request for Cancellation and Refund

Dear JXS Airlines Customer Service,

I hope this message finds you well. I am writing to formally request the cancellation of my flight scheduled for [Flight Date] with the booking reference number [Booking Reference Number].

I understand that according to your cancellation policy, I am entitled to a refund for my ticket. Unfortunately, due to [brief explanation of circumstances leading to cancellation], I am unable to travel as planned. Please let me know the next steps in processing my cancellation and refund. I would appreciate your prompt assistance in this matter.

Thank you for your attention to my request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]