

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

Customer Service  
YVR (Vancouver International Airport)  
3211 Grant McConachie Way  
Richmond, BC V7B 1Y7  
Canada

Dear YVR Customer Service,  
Subject: Request for Refund

I hope this message finds you well. I am writing to formally request a refund for [briefly describe what the refund is for, e.g., parking fees, travel expenses, flight cancellation].

Details of the transaction are as follows:

- Transaction Date: [Insert date]
- Confirmation/Reference Number: [Insert number]
- Amount: [Insert amount]

I have attached copies of relevant documents, including [list any documents you are including, such as receipts, proof of payment, etc.].

I appreciate your prompt attention to this matter and look forward to your response. Please feel free to contact me via email or phone should you require any further information.

Thank you for your assistance.

Sincerely,  
[Your Name]