

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

Dear [Customer Service/Specific Contact Name],  
I hope this message finds you well. I am writing to formally request a refund for my trip that was canceled on [date of cancellation].

The details of my trip are as follows:

- Booking Reference Number: [#]
- Date of Travel: [dates of travel]
- Destination: [destination]

Due to [reason for cancellation, e.g., unforeseen circumstances, health issues, etc.], I had no choice but to cancel my plans. According to your cancellation policy, I believe I am eligible for a refund.

I have attached relevant documentation for your review, including [list any attachments, e.g., booking confirmation, cancellation confirmation, etc.].

I appreciate your attention to this matter and look forward to a prompt resolution. Please let me know if you need any further information to process my request.

Thank you for your assistance.

Sincerely,

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