

# Sample Complaint Letter to Airline Requesting Refund for Canceled Flight

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

Customer Service Department

[Airline Name]  
[Airline Address]  
[City, State, ZIP Code]

Subject: Request for Full Refund for Canceled Flight [Flight Number]/[Booking Reference]

Dear Sir/Madam,

I am writing to formally request a full refund for my canceled flight, as per your company's policies and applicable consumer protection laws. My scheduled flight, [Flight Number], from [Departure City] to [Destination City] on [Date of Flight], was canceled by your airline with little/no prior notice.

My booking reference is [Booking Reference/PNR]. I received a notification of the flight cancellation on [Date of Notification], which caused me significant inconvenience and disrupted my travel plans. Due to this last-minute change, I was unable to make alternative arrangements without considerable additional costs and stress.

According to your policy and aviation consumer rights, I am entitled to a full refund for the canceled flight. I kindly request that you process my refund to the original payment method at your earliest convenience. Please confirm receipt of this letter and advise on the status and expected time frame for processing the refund.

I appreciate your attention to this matter and hope for a swift resolution. Please contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]