

Business Letter Sample: Travel Booking Refund Request

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date

Customer Service Department

[Travel Service Provider Name]

[Company Address]

[City, State, ZIP Code]

Subject: Refund Request for Travel Booking # [Booking Reference Number]

Dear Sir/Madam,

I am writing to formally request a refund for my travel booking with your company, referenced above. I made this booking on [Booking Date] for travel scheduled on [Scheduled Travel Date] with the following details:

- Passenger Name(s): [Full Name(s)]
- Itinerary: [Origin] to [Destination]
- Booking Reference Number: [Booking Reference Number]

Unfortunately, due to [briefly state the reason, e.g., "the trip being canceled by your company," or "unforeseen personal circumstances"], I am unable to proceed with the planned travel. Attached are the relevant supporting documents, including [mention any supporting documents such as cancellation confirmation, proof of payment, etc.].

I respectfully request a full refund of the amount paid, in accordance with your company's refund policy. Kindly let me know if further information or documentation is required to process my request.

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

Sincerely,

[Your Name]