

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

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

Subject: Formal Complaint and Request for Ticket Refund Due to Flight Cancellation

Dear Sir/Madam,

I am writing to formally **complain about the cancellation** of my scheduled flight and to request a refund for my ticket purchase. My flight details are as follows:

- **Passenger Name:** [Your Name]
- **Booking Reference:** [Booking Reference]
- **Flight Number:** [Flight Number]
- **Departure Date:** [Original Departure Date]
- **Origin:** [From]
- **Destination:** [To]

I was notified that my flight was cancelled on [Date of Cancellation Notification], causing considerable inconvenience and disruption to my travel plans. Despite this, I have not yet received a refund or clear instructions regarding the refund process. As per your airline's policy and relevant aviation regulations, I am entitled to a full refund for flights cancelled by the carrier.

I kindly request that my refund be processed as soon as possible. Please let me know if you require any further documentation or details to facilitate this process. I expect a prompt response and resolution to this matter to ensure my satisfaction as a customer.

Please contact me at your earliest convenience at [Email Address] or [Phone Number] regarding the status of my refund. I appreciate your immediate attention to this matter.

Yours sincerely,  
[Your Name]