

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

[Event Organizer's Name or Company Name]  
[Organizer's Address]  
[City, State, ZIP Code]

Dear [Event Organizer's Name/To Whom It May Concern],

I am writing to formally request a refund for tickets purchased to the event, **[Event Name]**, originally scheduled for **[Event Date]** at **[Event Venue]**. Due to the cancellation of this event, I would like to initiate a refund process for my ticket purchase.

Please find the details of my purchase below:

- Ticket Order Number: **[Order Number]**
- Number of Tickets: **[Number of Tickets]**
- Purchase Date: **[Purchase Date]**
- Payment Method: **[Credit Card/Paypal/Other]**

Given that the event has been cancelled, I kindly request a full refund for the amount paid. I would appreciate it if the refund could be processed at your earliest convenience and returned to the original method of payment.

Please let me know if you require any additional information or documentation to facilitate the refund process. I look forward to your prompt response regarding this matter.

Sincerely,  
[Your Name]