

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Request for Airfare Refund

Dear :

On Date I purchased an airline ticket to travel from Location to Location. When I arrived at the airport on Date , I was told that my flight had been cancelled. I was not offered an alternative flight nor was I offered alternative transportation. Fortunately, I was able to reserve my own train ticket for my intended destination. Therefore, I am requesting a full refund for my airline ticket because I am not able to use the ticket at this time.

I thank you for your prompt attention to this matter.

Sincerely,

N A M E