**Flight Cancellation Refund Compensation Letter Template - Sample**

To,  
Operational Manager,  
American Airlines,  
Washington, USA.

**Subject: Ticket Refund Request Letter of Cancelled Flight**

Dear Sir,

Regarding my scheduled flight on April 11, 2020, at 8:00 AM, I am requesting you to cancel my flight as I am profoundly injured in a road accident. I am also willing to get a refunding facility as my flight cancellation matches to criteria of ticket refunding according to the policy of the airline.

My documents, including, ticket, passport, medical certificate, and identity card, are attached to my application.

I shall be thankful to you.

Yours Sincerely,  
Loire,  
Dated: April 05, 2020.