
Date; 14 Oct 2019

Washington,

Old coffee road.

Administrative manager

AAA air flight cargo,

Washington,

Subject: Asking for refund amount for canceled flight because of medical reason

Dear sir/ madam.

This letter informs you that I will not be able to fly on flight number G121 from Washington to California due to my mothers' illness. She is admitted to a synergy hospital and needs one attendant for 24 hours. Hence, I cannot leave her alone. I have to be there for emergency assistance.

I am requesting you to please consider my application letter to cancel my flight ticket (ticket number – x145) as per your booking and cancellation rule. This kind of favor from your company will covert me into a loyal customer.

Thank you

Full Name