

Travel Agency Advance Refund Message Template

Subject: Urgent - Advance Payment Refund Request

Dear [Travel Agent/Booking Department],

I am requesting an immediate refund of my advance payment of \$[Amount] made on [Date] for booking reference #[Number]. Due to [medical emergency/visa rejection/family emergency/travel restrictions], I must cancel my travel plans.

I understand there may be cancellation fees as per your terms, but I request the maximum refund possible under the circumstances. I have attached supporting documentation for your review.

This is time-sensitive as I need to resolve this financial matter quickly. Please respond within 48 hours with the refund amount and processing timeline.

Urgently yours,

[Your Name]

[Booking Reference]

[Contact Information]

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