

Template for Authorization Letter:

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

[Airline's Name]
[Airline's Address]
[City, State, Zip Code]

Dear [Airline's Refund Department],

I am writing to request a refund for my air ticket due to [briefly state your reason]. Attached you will find the necessary documentation supporting my request.

Ticket Details:

- Passenger Name: [Your Name]
- Ticket Number: [Your Ticket Number]
- Flight Details: [Flight Date, Flight Number, Destination]

I appreciate your attention to this matter and kindly ask you to process the refund at your earliest convenience. Please feel free to contact me at [your phone number] or [your email address] should you need further information.

Thank you for your consideration.

Sincerely,
[Your Name]