

Fadzrul Aiman Bin Madzlan

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10/6/2023

Subject: Request for Flight Booking Cancellation

Dear Airpaz,

I am writing to formally request the cancellation of my flight booking with your esteemed airline. The details of my booking are as follows:

Passenger Name: Fadzrul Aiman Madzlan & Inting Bin Kastoh

Booking Reference/Confirmation Number: AIRPAZ CODE :1020667717

Flight Number: AK6260 & AK6273

Departure Date: KK-Tawau (29/6/2023) & Tawau-KK (2/7/2023)

Destination: &KKTawau

Due to unforeseen circumstances, I am unable to proceed with my travel plans on the scheduled date. Therefore, I kindly request the cancellation of my flight reservation and a refund of the applicable fare, as per your airline's cancellation policy.

I understand that there may be certain terms and conditions associated with the cancellation, and I am prepared to comply with any requirements outlined by your airline. I kindly ask for your assistance in processing the cancellation and refund in a timely manner.

Additionally, if there are any cancellation fees or charges that may be applicable, I request your consideration for a waiver or a partial refund, given the circumstances surrounding my cancellation request.

Please provide confirmation of the cancellation and refund process, including any necessary forms or documentation that I need to complete and submit. I would appreciate it if you could communicate the status of my request and any further instructions to the email address or phone number provided above.

I apologize for any inconvenience caused by this cancellation and sincerely appreciate your understanding and cooperation in this matter. I have always had a positive experience flying with your airline and hope to continue this positive relationship in the future.

Thank you for your attention to this matter. I look forward to your prompt response and a swift resolution to this cancellation request.

Yours sincerely,

Fadzrul Aiman Bin Madzlan