

(TRAVEL AGENCY LETTER HEAD)

Date: YYYY/MM/DD

AirAsia Berhad

Dear Sir/Miss

Re: Credit Shell Refund

Referring to the above subject, Our Company **XXX (sky agent code)** Legal representative **MR/MS XXX** would like to request for credit shell refund due to AirAsia latest SRO released on 18 Feb 2020. Total **XX** PNRs of Carrier Code **(AK/FD/D7...)** and total refund amount **CNY XXX**. Please kindly refund to our member ID: **365XXX9097 (email address:XXX@126.com)**. Appreciate if you could assist to proceed with credit shell refund and I also understand that after the credit shell refund had been provided to us, AirAsia will not responsible for any further refund or credit shell request.

Your consideration and cooperation will be highly appreciated.

Respectfully yours,

(PIC Signature)

Designation:

Company Stamp

