

No. 0910.304/ Department of National Parks, Wildlife, and Plant Conservation

 61 Phahonyothin rd., Chatujak,

 Bangkok 10900

 Tel: +66 0 2579 6666 ext. 1743

 Fax: +66 02579 5269

 DD Month B.E. 25.. (20..)

Dear Mr. / Mrs. / Ms.

 Subject: Response to request for accommodation and service fee refund

 With reference to your booking number ………………………………………………………....….. with National Park ………………………………………………………………………………………………………………………….. from …………… to ………… a total of …………. day(s) As requested for refund …………………… baht, due to

 🗆 Natural disaster

 🗆 Official activities during the booking period

 🗆 Other reason, ……………………………………………………………………………………………………

 We are pleased to inform you that National Park, Wildlife and Plant Conservation Department (DNP)

 🗆 DNP is able to grant the request for refund …………………… baht

 🗆 DNP is unable to grant the request for refund, made impossible by regulatory constraints.

 We acknowledge with thanks the receipt of your booking, and regret being unable to serve you the service. We hope we shall have an opportunity to welcome you in the future. If there is any inquiries, please do not hesitate to contact us at +66 2579 666 ext. 1784 during the office hour. (Monday - Friday, 8.30 - 16.30)

 Yours sincerely,

 ……………………….

 (……………………..)

Mr./Mrs./Ms………………………….

Address……………………………….