

Refund Request for Membership Fee

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a refund for my membership fee, which I paid on [date of payment] for the membership period of [start date] to [end date]. Due to [reason for refund request], I am unable to continue my membership.

According to your refund policy, I believe I am eligible for a refund of my membership fee of [amount]. I have attached a copy of my payment receipt for your reference.

I kindly request that you process my refund at your earliest convenience. Should you need any more information or documentation, please do not hesitate to contact me.

Thank you for your understanding and assistance in this matter.

Sincerely,

[Your Name]