

Refund Request for Service Cancellation

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

Customer Service Department
Company Name
Company Address
City, State, Zip Code

Dear Customer Service Team,

I am writing to formally request a refund for the services I canceled on [Cancellation Date]. My account number is [Account Number]. According to your cancellation policy, I am entitled to a full refund as I canceled within the allowable timeframe.

Please find attached any relevant documentation regarding my account and the cancellation request. I kindly ask that you process my refund to the original payment method used at the time of purchase.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]