

# Refund Request for Subscription Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Team/Specific Name],

I am writing to request a refund for my subscription to [Service Name], which I have recently cancelled. My account information is as follows:

Username: [Your Username]

Subscription Plan: [Plan Name]

Subscription Start Date: [Start Date]

Cancellation Date: [Cancellation Date]

According to the terms and conditions, I am entitled to a full refund as my cancellation was made within the specified period. I would appreciate your assistance in processing this refund as soon as possible.

Thank you for your attention to this matter. Please confirm the status of my refund at your earliest convenience.

Sincerely,

[Your Name]