

# 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 Contact Name],

I am writing to formally request a refund for my subscription under the account associated with the email address [Your Email]. I recently cancelled my subscription on [Cancellation Date], and I believe I am entitled to a refund based on your company's policy regarding cancellations.

The details of the subscription are as follows:

- Subscription Type: [Insert Subscription Type]
- Subscription ID: [Insert Subscription ID]
- Date of Purchase: [Insert Purchase Date]
- Cancellation Date: [Insert Cancellation Date]

According to your refund policy, I should be eligible for a full refund given that I canceled within [Specify Time Frame]. I would appreciate your prompt attention to this matter and request a confirmation of the refund process.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]