

# Request for Refund on Premium Subscription

[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 my premium subscription with [Company Name] which I purchased on [purchase date]. My account details are as follows:

Account Name: [Your Account Name]

Subscription Plan: [Type of Subscription]

Transaction ID: [Transaction ID]

Despite my efforts to utilize the features provided by the premium subscription, I have encountered several issues that have not been resolved, including [briefly describe issues]. As a result, I find myself unable to benefit from the subscription as intended.

According to your refund policy, I believe I am eligible for a refund under these circumstances. I kindly request that you initiate the refund process for the amount of [amount] at your earliest convenience.

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

Sincerely,

[Your Name]