

Refund Request for Annual Subscription Service

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service/Support Team],

I am writing to formally request a refund for my annual subscription to [Service/Product Name], which I purchased on [Purchase Date]. Unfortunately, I have encountered issues that have prevented me from utilizing the service effectively.

Details of my subscription are as follows:

- Account Name: [Your Account Name]
- Order Number: [Your Order Number]
- Payment Method: [Credit Card/PayPal/Other]

According to your refund policy, I believe I am eligible for a refund within [mention any specific duration, if applicable]. Please find attached any necessary documents and receipts to support my request.

I appreciate your attention to this matter and look forward to your prompt response regarding my refund request. Thank you for your assistance.

Sincerely,

[Your Name]