

Subject: Reminder for Pending Subscription Refund

Dear [Recipient's Name],

I hope this message finds you well. I am writing to remind you about the pending refund for my subscription, which was initiated on [Date of Subscription]. As of today, I have not yet received the refund amount of [Amount].

According to your refund policy, I was expecting the refund to be processed within [Time Frame]. I would appreciate any updates you may have regarding the status of this refund.

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

Sincerely,

[Your Name]

[Your Email Address]

[Your Phone Number]