

# Request for Refund After Failed Subscription Renewal

**Your Name**

Your Address

City, State, Zip Code

Email Address

Phone Number

Date: [Insert Date]

**Customer Service Department**

[Company Name]

[Company Address]

City, State, Zip Code

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally request a refund for the subscription renewal that failed to process on my account. My account details are as follows:

- **Account Name:** [Your Account Name]
- **Subscription Plan:** [Name of Subscription Plan]
- **Invoice Number:** [Invoice Number]

On [Insert Date of Renewal Attempt], I was notified that my subscription renewal could not be completed due to [brief explanation of the issue, e.g., insufficient funds, technical error, etc.]. Despite my eagerness to continue with your services, I noticed that the payment was not processed, and my account has not been renewed.

As a long-time customer, I would appreciate your assistance in resolving this matter promptly. I kindly ask for a refund of [insert amount] for the attempted renewal. Please let me know if you require any additional information to expedite this process.

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

Sincerely,

[Your Name]