

Request for Refund on Recurring Subscription Charge

Your Name: [Your Name]

Your Address: [Your Address]

Your City, State, Zip: [Your City, State, Zip]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

Customer Service Department

Company Name: [Company Name]

Company Address: [Company Address]

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally request a refund for a recurring subscription charge that has been applied to my account on [Date of Charge]. The transaction ID for this charge is [Transaction ID].

Due to [brief explanation of reason for refund request, e.g., "technical issues with the service" or "my decision to cancel the subscription,"], I would like to kindly ask for a refund of the amount charged, which totals [Amount].

Thank you for your attention to this matter. I look forward to your prompt response and resolution of my request.

Sincerely,

[Your Name]