

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Customer Service Team/Specific Name],

I am writing to formally request a refund for my subscription to [Service/Product Name], which I have recently canceled. My account details are as follows:

- Account Name: [Your Account Name]
- Subscription Type: [Type of Subscription]
- Subscription ID: [Your Subscription ID]
- Cancellation Date: [Date of Cancellation]

According to your refund policy, I am eligible for a refund for the remaining balance of my subscription. I appreciate your assistance in processing this request promptly.

Please let me know if you need any further information to expedite the refund.

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

Sincerely,
[Your Name]