

Subject: Request for Cancellation of Unintended Subscription Payment

Dear [Customer Service Team/Specific Name],

I hope this message finds you well. I am writing to formally request the cancellation of a subscription payment that was charged to my account without my intent.

The details of the transaction are as follows:

- **Name:** [Your Full Name]
- **Email Associated with the Account:** [Your Email Address]
- **Transaction ID:** [Transaction ID]
- **Date of Charge:** [Date]
- **Amount Charged:** [Amount]

Due to [brief explanation of circumstances, e.g., oversight, misunderstood terms, etc.], I did not intend to continue the subscription. I kindly ask for your understanding and assistance in processing a refund for this charge.

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

Sincerely,

[Your Full Name]
[Your Phone Number]
[Your Address]