

# Request for Refund Due to Mistaken Subscription Charge

Your Name: [Your Name]

Your Address: [Your Address]

Your Email: [Your Email]

Your Phone Number: [Your Phone Number]

Date: [Date]

Company Name: [Company Name]

Company Address: [Company Address]

Dear [Customer Service Team/Specific Person's Name],

I hope this message finds you well. I am writing to formally request a refund for a mistaken subscription charge that occurred on my account.

On [date of charge], I was charged [amount] for a subscription that I did not intend to renew. My account number is [your account number], and the transaction ID is [transaction ID]. I understand that mistakes can happen, and I kindly ask for your assistance in resolving this issue.

I would appreciate it if you could process my refund at your earliest convenience. If you need any further information or documentation, please do not hesitate to contact me.

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

Sincerely,

[Your Name]