

Follow-Up on Cancellation Refund Status

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the status of my refund for the cancellation of [Service/Product Name] on [Cancellation Date]. According to your cancellation policy, I was expecting my refund to be processed within [time frame].

As it has been [number of weeks/days] since the cancellation, I would appreciate any updates regarding the processing of my refund. Please let me know if you require any additional information from my side to expedite the process.

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

Sincerely,
[Your Name]
[Your Contact Information]