

# Cancellation Refund Claim

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

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

Dear [Recipient Name],

I am writing to formally request a refund for my recent cancellation of [specific service or product]. My order number is [order number], and the cancellation was initiated on [cancellation date]. According to your company policy, I am entitled to a full refund due to [specific reason for cancellation].

Enclosed are copies of the relevant documentation, including my order confirmation and the cancellation notice. I would appreciate it if you could process my refund at your earliest convenience. Should you require any additional information, please do not hesitate to contact me.

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

Sincerely,

[Your Name]