

Inquiry Regarding Cancellation Refund

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the refund process for my recent cancellation of [Service/Product] with order number [Order Number]. I'd like to understand the steps involved in obtaining my refund and the expected time frame for the completion of this process.

My cancellation was initiated on [Cancellation Date], and I followed all necessary protocols as outlined in your policy. However, I have not yet received confirmation regarding my refund status.

I would appreciate any updates you can provide, including any additional information or documentation you might require 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]
[Your Address]