

Request for Cancellation Refund

From: [Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Date]

To: [Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Customer Service/Specific Contact Person],

I am writing to formally request a cancellation refund for my account, which has not been used since the initiation of the service on [Start Date]. Due to [brief reason for non-usage, e.g., personal circumstances, financial reasons], I have been unable to utilize the services provided.

According to your cancellation policy, I believe I am eligible for a full refund as I have not utilized any part of the service. My account details are as follows:

Account Name: [Your Account Name]

Account Number: [Your Account Number]

I appreciate your prompt attention to this matter, and I look forward to your response regarding the processing of my refund request. Should you require any further information, please feel free to contact me at the email or phone number provided above.

Thank you for your understanding.

Sincerely,

[Your Name]