

Request for Cancellation Refund

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I hope this message finds you well. I am writing to formally request a refund for my recent service cancellation, which was prompted by ongoing issues that I encountered.

Details of my service:

- Service Name: [Insert Service Name]
- Account Number: [Insert Account Number]
- Invoice Number: [Insert Invoice Number]
- Date of Service: [Insert Service Date]

Unfortunately, I faced several issues including [briefly describe the service issues], which led me to the decision to cancel the service. According to your cancellation policy, I believe I am entitled to a full refund due to these service failures.

I would appreciate your prompt attention to this matter and look forward to your confirmation of the refund process.

Thank you for your understanding.

Sincerely,

[Your Name]