

Request for Partial Cancellation Refund

Date: [Insert Date]

To,

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

Dear [Recipient's Name],

I am writing to formally request a partial cancellation refund for my recent transaction with your company. The details of the transaction are as follows:

- Order Number: [Insert Order Number]
- Date of Purchase: [Insert Purchase Date]
- Amount Paid: [Insert Amount]

Due to [brief explanation of the reason for cancellation], I would like to request a partial refund of [insert amount you are requesting to be refunded]. I have attached any relevant documents to support my request.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

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