

# Refund Request Following License Cancellation

[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 of the fees paid for my license, which was cancelled on [Cancellation Date]. My license number is [License Number].

According to the terms of your refund policy, I believe I am eligible for a full refund due to the cancellation of my license within the specified timeframe.

Please find attached any relevant documentation supporting my request, including my license details and cancellation confirmation.

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

Thank you for your assistance.

Sincerely,

[Your Name]