

Refund Request for Canceled Order

Date: [Insert Date]

To,

Customer Service Team
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Refund for Canceled Order

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally request a refund for my recently canceled order, which was originally placed on [Insert Order Date] with the order number [Insert Order Number].

Unfortunately, due to [reason for cancellation, e.g., "unavailability of the item" or "personal reasons"], I had to cancel my order. As per your cancellation policy, I am entitled to a full refund of the amount charged to my payment method.

The total amount for the order was [Insert Amount], and the payment was made through [Insert Payment Method, e.g., credit card, PayPal].

I would appreciate your prompt attention to this matter and look forward to receiving my refund at your earliest convenience. Please let me know if you require any further information to process my request.

Thank you for your assistance.

Sincerely,

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