

Refund Request for Subscription Cancellation

Your Name: [Your Name]

Your Address: [Your Address]

Your Email: [Your Email]

Your Phone Number: [Your Phone Number]

Date: [Date]

Customer Service Team,

[Company Name]

[Company Address]

Subject: Request for Refund for Subscription Cancellation

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally request a refund for my subscription that I have recently cancelled. Below are the details of my subscription:

- Subscription Plan: [Subscription Plan Name]
- Account Number: [Your Account Number]
- Cancellation Date: [Cancellation Date]

As per your policy, I am eligible for a refund since I have cancelled my subscription within the specified timeframe. I would appreciate it if you could process my request at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]