

Refund Request for Unused Subscription

To Whom It May Concern,

I hope this message finds you well. I am writing to formally request a refund for my unused subscription to [Service Name], which I purchased on [Purchase Date].

Unfortunately, due to [brief reason for not using the service], I have not been able to take advantage of the subscription and would like to cancel it. My account information is as follows:

- Full Name: [Your Name]
- Email Address: [Your Email]
- Subscription Number: [Subscription Number]

According to your policy, I understand that I am eligible for a refund. I would appreciate your assistance in processing this request at your earliest convenience.

Thank you for your understanding. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]