

Refund Request for Canceled Subscription

Date: [Insert Date]

To: [Company Name]

Attention: Customer Service

[Company Address]

[City, State, ZIP Code]

Dear Customer Service,

I am writing to formally request a refund for my subscription that was recently canceled.

My account details are as follows:

- Name: [Your Name]
- Email associated with the account: [Your Email]
- Subscription Plan: [Subscription Plan Name]
- Cancellation Date: [Cancellation Date]

According to your policy, I am entitled to a refund for the remaining period after the cancellation. I would appreciate it if you could process the refund at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Contact Information]