

# Refund Request for Monthly Service Subscription

Date: [Insert Date]

To,

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

Dear Customer Service Team,

I am writing to formally request a refund for my monthly subscription fee for [Service Name] charged on [Insert Charge Date]. My account details are as follows:

Account Name: [Your Name]  
Account Number: [Your Account Number]  
Subscription Start Date: [Insert Start Date]  
Amount Charged: [Insert Amount]

Due to [briefly explain reason for refund request, e.g., "dissatisfaction with the service" or "a billing error"], I would like to request a full refund of the amount charged. The transaction ID for your reference is [Insert Transaction ID].

Thank you for your attention to this matter. I look forward to your prompt response and resolution of my request. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]  
[Your Address]  
[City, State, Zip Code]