

# Refund Inquiry for Subscription Cancellation

Date: [Insert Date]

To: [Company Name]

Customer Service Department

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to inquire about the refund process for my subscription cancellation, which I initiated on [insert cancellation date]. My account details are as follows:

- Name: [Your Name]
- Email associated with the account: [Your Email]
- Subscription Plan: [Subscription Plan Name]
- Transaction ID: [Transaction ID]

As per the terms and conditions, I believe I am entitled to a refund, and I would appreciate your guidance on how long this process typically takes and any further steps required on my part.

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

Sincerely,

[Your Name]

[Your Phone Number]

[Your Address]