

Refund Request for Canceled Service

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Receiver's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Receiver's Name],

I am writing to formally request a refund for the service I canceled on [Date of Cancellation].
The details of the service are as follows:

- Service Description: [Service Name]
- Order Number: [Order Number]
- Amount Paid: [Amount]

According to your cancellation policy, I am entitled to a full refund due to the cancellation. I would appreciate your prompt attention to this matter and hope to receive the refund by [Preferred Date for Refund].

Thank you for your assistance. I look forward to your swift response.

Sincerely,

[Your Name]