

Refund Request for Subscription Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Customer Service

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear Customer Service,

I am writing to request a refund for my subscription to [Service/Product Name], which I cancelled on [Cancellation Date]. According to your refund policy, I believe I am eligible for a refund due to the cancellation being made within the specified period.

My account details are as follows:

Account Name: [Your Account Name]

Account Number: [Your Account Number]

Transaction ID: [Transaction ID]

I would appreciate your prompt attention to this matter and look forward to receiving the refund within the next [time frame you expect].

Thank you for your assistance.

Sincerely,

[Your Name]