

# Request for Refund of Art Class Fees

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

Recipient's Name  
Art Class Institute Name  
Address  
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a refund for the fees paid for the art classes I enrolled in on [enrollment date]. Unfortunately, due to [reason for refund request, e.g., personal circumstances, health issues], I am unable to continue participating in the classes.

According to your refund policy, I believe I am eligible for a refund, and I would appreciate your assistance in processing this request. My payment details are as follows:

- Class Name: [Name of the Art Class]
- Payment Method: [Credit Card/PayPal, etc.]
- Transaction ID: [Transaction Number]
- Amount Paid: [Total Amount]

Thank you for your understanding, and I look forward to your prompt response regarding my refund request.

Sincerely,  
[Your Name]