

Conference Refund Request

Dear [Recipient's Name],

Thank you for attending the [Conference Name]. We appreciate your participation and understanding regarding our refund policy. Below are the details regarding the refund process:

Refund Eligibility

To be eligible for a refund, please ensure that your request meets the following criteria:

- Request must be submitted within [insert time frame] after the conference date.
- Proof of payment must be provided with the refund request.
- Your cancellation must be due to [insert valid reasons].

Steps to Request a Refund

Please follow these steps to initiate your refund:

1. Fill out the refund request form [insert link to form].
2. Attach any necessary documentation such as proof of payment.
3. Submit your request via email to [insert email address].

Processing Time

Refund requests will be processed within [insert processing time] after submission. You will be notified via email regarding the status of your request.

Thank you for your understanding and cooperation. If you have any questions, feel free to reach out to us at [insert contact information].

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]