

Refund Request for Subscription Cancellation

Sender's Name: [Your Name]

Sender's Address: [Your Address]

City, State, Zip Code: [City, State, Zip]

Email: [Your Email]

Phone: [Your Phone Number]

Date: [Date]

To,

Customer Service Team

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Refund for Subscription Cancellation

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally request a refund for my recent subscription cancellation. My subscription ID is [Subscription ID], and I cancelled the service on [Cancellation Date].

According to your cancellation policy, I understand that I am eligible for a refund due to [reason for cancellation]. I would appreciate it if you could process my refund at your earliest convenience.

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

Sincerely,

[Your Name]