

Request for Refund on Magazine Subscription

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Magazine Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Customer Service Manager's Name],

I am writing to formally request a refund for my magazine subscription, which I purchased on [Insert Purchase Date]. Unfortunately, due to [briefly mention reason, e.g., financial difficulties, lack of interest, etc.], I am unable to continue my subscription.

My subscription details are as follows:

- Subscriber Name: [Your Name]
- Subscription ID: [Your Subscription ID]
- Start Date: [Start Date]
- End Date: [End Date]

According to the magazine's refund policy, I believe I am eligible for a refund. I would appreciate your assistance in processing this request at your earliest convenience.

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

Sincerely,

[Your Name]