

Refund Request for Online Course

Date: [Insert Date]

Your Name: [Insert Your Name]

Your Address: [Insert Your Address]

Email: [Insert Your Email]

Course Provider Name: [Insert Course Provider Name]

Course Title: [Insert Course Title]

Order/Transaction Number: [Insert Number]

Dear [Insert Course Provider's Customer Service or specific person],

I hope this message finds you well. I am writing to formally request a refund for the online course titled **[Insert Course Title]** which I purchased on **[Insert Purchase Date]**. My transaction number is **[Insert Number]**.

Unfortunately, I have encountered [briefly explain reason for refund request, e.g., "issues with course content," "technology problems," "personal circumstances," etc.]. As a result, I am unable to continue with the course as planned.

According to your refund policy outlined at the time of purchase, I believe I am eligible for a refund under these circumstances. I kindly ask that you process my refund to the payment method used during the purchase.

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

Sincerely,

[Your Name]