

# Refund Explanation for Subscription Cancellation

Date: [Insert Date]

Dear [Customer's Name],

We have received your request for the cancellation of your subscription to [Service/Product Name]. We understand that sometimes circumstances change, and we are here to assist you through the process.

As per our refund policy, we would like to inform you about the details regarding your refund:

- **Subscription Start Date:** [Insert Start Date]
- **Cancellation Date:** [Insert Cancellation Date]
- **Refund Amount:** [Insert Refund Amount]
- **Refund Processing Time:** [Insert Processing Time]

Your refund will be processed back to the original payment method used during the subscription purchase. Please allow the specified processing time for it to reflect in your account.

If you have any questions or require further assistance, feel free to reach out to our support team at [Contact Information].

Thank you for being a part of our community. We hope to have the opportunity to serve you again in the future.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]