

Request for Refund Due to Subscription Cancellation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request a refund for my subscription to [Service/Product Name] with account number [Your Account Number], which I recently cancelled on [Cancellation Date].

As per your refund policy, I believe I am eligible for a refund for the unused portion of my subscription. I would appreciate your prompt attention to this matter and kindly request that the refund of [Amount] be processed to my original payment method.

Thank you for your assistance. I look forward to resolving this issue quickly.

Sincerely,

[Your Name]