

Dear [Customer Service Team/Company Name],

I hope this message finds you well. I am writing to inquire about the refund process for my subscription that I recently cancelled on [Cancellation Date]. My account email is [Your Email] and the subscription ID is [Subscription ID].

As per your policy, I understand that I may be eligible for a refund. I would appreciate it if you could provide me with details regarding the refund timeline and any additional information you may require from my side to expedite the process.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]