Reimbursement Request for Canceled Subscription

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Customer Service Team/Specific Contact Name],

I hope this message finds you well. I am writing to formally request reimbursement for a subscription that I canceled on [Cancellation Date]. My account details are as follows:

Account Name: [Your Account Name]

Subscription Plan: [Type of Subscription]

Cancellation Confirmation Number: [Confirmation Number]

Despite the cancellation, I noticed that my account was billed on [Billing Date] for the subscription period starting on [Subscription Start Date]. According to your policy, I should be eligible for a full refund due to the cancellation.

I would appreciate your prompt attention to this matter and hope to receive the reimbursement at your earliest convenience. Please let me know if you need any additional information.

Thank you for your assistance.

Sincerely,

[Your Name]