

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Refund of Fees

I hope this message finds you well. I am writing to formally request a refund of fees paid for [specific service/course/registration] on [date of payment]. The total amount paid was [amount], and the payment receipt is attached for your reference.

Unfortunately, due to [briefly state reason for refund request, e.g., cancellation, service not rendered, etc.], I am unable to continue and would appreciate your assistance in processing the refund.

According to your refund policy, I believe I am eligible for a refund under these circumstances. I kindly ask you to confirm the procedure for processing this request and let me know if any further information is required.

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

Sincerely,

[Your Name]