

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for Refund Following Cancellation

I hope this message finds you well. I am writing to formally request a refund for [specific service or product] that I canceled on [cancellation date].

Order Number: [Order Number]

Cancellation Confirmation Number: [Cancellation Confirmation Number]

As per your refund policy, I am eligible for a full refund due to the cancellation occurring within the specified timeframe. Unfortunately, I have yet to receive the refund and would appreciate your prompt attention to this matter.

Please let me know if you require any further information or documentation to process this refund. I look forward to your swift response.

Thank you for your assistance.

Sincerely,

[Your Name]