

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Refund due to Service Cancellation

Dear [Recipient's Name],

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

Details of the Service:

- Service Name: [Service Name]
- Account Number: [Account Number]
- Cancellation Date: [Cancellation Date]
- Amount Paid: [Amount]

According to the terms of service, I am entitled to a refund as I have canceled the service within the stipulated time frame. I would appreciate it if you could process my refund at your earliest convenience.

Please let me know if you need any further information to expedite this process.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,
[Your Name]