

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

Udemy Support

[Udemy's Address or Support Email]

Subject: Refund Request for Udemy Course [Course Title/ID]

Dear Udemy Support Team,

I hope this message finds you well. I am writing to formally request a refund for the course titled "[Course Title]" (Course ID: [Course ID]) that I purchased on [Purchase Date].

Unfortunately, [brief explanation of the reason for the refund request, e.g., the course did not meet my expectations, I encountered technical issues, etc.].

According to your refund policy, I believe I am eligible for a refund as I am within the [specific timeframe, e.g., 30-day money-back guarantee]. Please let me know if you require any additional information to process my request. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Udemy Account Email]