

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

[Recipient's Name]
UHS [Department Name]
[University Name]
[University Address]
[City, State, ZIP Code]

Dear [Recipient's Name],
Subject: Request for Refund

I hope this message finds you well. I am writing to formally request a refund for [specific fee or service] that was charged to my account on [date of charge].

My details are as follows:

- Name: [Your Name]
- Student ID: [Your Student ID]
- Date of Service: [Date of Service]
- Amount Charged: [Amount]

[Brief explanation of why you are requesting the refund, including any relevant details, such as errors or discrepancies.]

I have attached copies of [any relevant documents, bills, or receipts] for your reference.

I kindly request that you process this refund at your earliest convenience. If you need any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]