

Adjustment Letter for Service Cancellation Refund

An **adjustment letter for service cancellation refund** serves as a formal communication to address the refund process following the cancellation of a service. This letter typically includes an acknowledgment of the cancellation, details of the refund amount, the timeline for the refund process, and any terms or conditions related to the cancellation policy. Providing a clear and professional adjustment letter helps in maintaining customer trust and ensures transparency in refund transactions. Below is a sample template that highlights all necessary elements for an effective adjustment letter:

Sample Template

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Customer Name]

[Customer Address]

[City, State, ZIP Code]

Subject: Confirmation of Service Cancellation and Refund Adjustment

Dear [Customer Name],

We are writing to acknowledge receipt of your request for cancellation of the [service name] scheduled under account number [account/reference number]. We understand that your request was submitted on [date of cancellation request].

As per our cancellation policy, we have processed your request, and a refund of **[refund amount]** will be issued to your original method of payment within [number of days, e.g., 5-7 business days]. Please be aware that any applicable deductions as per our policy have been applied, the details of which are outlined below:

- Service cancellation requested on: [date]
- Refund processed on: [date]
- Refund amount: [refund amount]
- Deduction/reason (if any): [explanation]

Should you have any questions regarding this refund or require further assistance, please do not hesitate to contact us at [contact information].

We value your relationship with us and hope to have the opportunity to serve you again in the future.

Sincerely,

[Your Name]

[Your Title/Position]

[Company Name]