

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

[Company Name]
[Customer Service Department]
[Company Address]
[City, State, ZIP Code]

Subject: Formal Complaint for Subscription Cancellation and Refund Processing

Dear Sir/Madam,

I am writing to formally request the **immediate cancellation** of my subscription with [Service/Product Name], and to submit a **complaint regarding the refund process** for charges incurred after my initial cancellation request.

My subscription details are as follows:

Account Name/Number: [Your Account Name/Number]

Subscription Plan: [Plan Name/Type]

Subscription Start Date: [Start Date]

Cancellation Request Date: [Date of Initial Cancellation Request]

Despite submitting a cancellation request on [Date of Initial Cancellation Request], I have continued to be charged for the subscription. This has caused me significant dissatisfaction and inconvenience. I believe these charges are unjust and not in keeping with your company's own refund policy and relevant consumer protection regulations.

I hereby request the following actions:

- Immediate and complete cancellation of my subscription.
- A prompt refund of all unauthorized charges incurred after the cancellation request.

Please process my complaint at your earliest convenience. I expect written confirmation of my subscription's termination and a clear timeline for the refund. If the issue is not resolved promptly, I may be compelled to seek further assistance through consumer protection authorities.

Thank you for your attention to this matter. I look forward to your swift resolution.

Sincerely,
[Your Name]