

Online Course Refund Request Letter

Date:

To:

Online Course Provider Name

Address

Email:

Subject: Online Course Refund Request

Dear

I am writing to formally request a refund for the online course titled " " that I purchased on .

The main reasons for my refund request are as follows:

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I kindly ask that you initiate the refund process as per your refund policy. Please let me know if you require any further information to complete my request.

Thank you for your attention to this matter.

Sincerely,

Name:

Email:

Order/Transaction ID: