**[DATE]**

**AWS Cloud Clubs Philippines**

Good Day!

I hope this email finds you well. I am writing to formally request a refund for my order of **[ITEM]**, amounting to **PHP [TOTAL]**. Below are the details of my transaction:

* **Full Name:** [NAME OF PERSON REQUESTING]
* **Contact Information:** [EMAIL / PHONE NUMBER]
* **Transaction ID:** [TRANSACTION ID]
* **Date of Purchase:** [DATE]
* **Reason for Refund:** [SPECIFIC REASON]
* **Supporting Documents:** [LIST OF ATTACHMENTS, IF APPLICABLE]

I understand that AWS Cloud Clubs Philippines upholds transparency and professionalism in all transactions. My refund request falls under **[APPLICABLE POLICY SECTION, e.g., 1.3 – Payment mistakenly processed due to system error]**, and I kindly ask for its review and approval.

As per the refund policy, I acknowledge that the process may take **7-14 business days** upon approval, and I am willing to comply with any further requirements needed to facilitate the transaction. Please let me know if additional information is required.

Thank you for your time and consideration. I look forward to your response.

Sincerely,  
**[NAME OF PERSON REQUESTING]**  
Signature: \_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Approval:**

**JOHN DANMEL C. LARANGA***Director, AWS Cloud Clubs Philippines - Resource Department*

Date: \_\_\_\_\_\_\_\_\_\_\_\_