

Refund Request for Unsatisfactory Service

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Customer Service
Company Name
Company Address
City, State, Zip Code

Dear Customer Service,

I am writing to formally request a refund for the service I received on [date of service]. Unfortunately, the service did not meet my expectations due to [briefly explain the issue, e.g., poor quality, delay, etc.].

Despite my attempts to resolve this matter through [mention any previous communications or attempts to resolve the issue], the problem remains unaddressed.

Under the circumstances, I kindly request a refund of [specify amount] as compensation for the unsatisfactory service. I have attached [mention any documents, receipts, or evidence, if applicable] to support my request.

Thank you for your attention to this matter. I hope to receive a prompt response.

Sincerely,
Your Name