

# Refund Appeal for Unsatisfactory Service

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

[Date]

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal for a refund regarding the unsatisfactory service I received on [Date of Service] at [Location/Service Description]. Despite my expectations based on your company's reputation, my experience was disappointing due to [specific details about the service issue].

I have attached any relevant documents, including [receipts, invoices, correspondence], which support my request. I believe that under these circumstances, a refund is justified.

Please let me know if you require any further information to process my request. I look forward to your prompt response regarding this matter.

Thank you for your attention to this issue.

Sincerely,  
[Your Name]