

Refund Request Letter

Your Name: [Your Full Name]

Your Address: [Your Address]

City, State, Zip Code: [City, State, Zip Code]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Current Date]

To:

[Company Name]

[Company Address]

City, State, Zip Code: [Company City, State, Zip Code]

Subject: Request for Refund Due to Service Failure

Dear [Recipient's Name or Customer Service],

I am writing to formally request a refund for [specific service/product] that I purchased on [purchase date]. Unfortunately, the service did not meet my expectations due to [briefly explain the service failure, e.g., poor quality, lack of delivery, etc.].

Despite my attempts to resolve this issue by [mention any prior communication or attempts to resolve the issue], I have not received a satisfactory response.

According to your refund policy, I believe that I am eligible for a full refund. I would appreciate your prompt attention to this matter. Please let me know if you require any further information or documentation to process my request.

Thank you for your understanding.

Sincerely,

[Your Name]