

Refund Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a refund for the services that were purchased on [Purchase Date] but were not rendered. Despite my previous attempts to resolve this issue, I have not received the promised services.

Details of the transaction are as follows:

- Transaction ID: [Insert Transaction ID]
- Amount Paid: [Insert Amount]
- Service Description: [Insert Service Description]

According to your company's policy, I believe I am entitled to a full refund due to the lack of services rendered. I have attached any relevant documentation to support my claim.

Please process my request at your earliest convenience and confirm when the refund has been initiated. I appreciate your prompt attention to this matter.

Thank you for your understanding.

Sincerely,

[Your Name]