

# Service Refund Eligibility Assessment Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request an assessment of my eligibility for a refund regarding the [specific service] that I purchased on [purchase date]. Due to [briefly explain the reason for the refund request], I believe that I am entitled to a refund as per your policy.

My order details are as follows:

- Order Number: [Insert Order Number]
- Service Description: [Insert Service Description]
- Date of Purchase: [Insert Purchase Date]

I have attached relevant documents including [list any attached documents, e.g., receipts, correspondence].

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 matter.

Sincerely,

[Your Name]