

Service Refund Eligibility Explanation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide an explanation regarding the eligibility for a refund for the service received on [Insert Date of Service]. After reviewing the circumstances surrounding my service, I believe I qualify for a refund based on the following reasons:

- **Service Discrepancy:** The service rendered did not meet the specified requirements as outlined in our agreement.
- **Failure to Deliver:** The expected outcomes from the service were not achieved, affecting my overall satisfaction.
- **Timeliness:** There was a significant delay in service delivery, which was not communicated in advance.

Due to these factors, I respectfully request a review of my situation and consideration for a refund. Attached are supporting documents for your reference.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]