

**[Your Name]**

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

**[Recipient's Name]**

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request information regarding the eligibility for a refund for the services rendered under my account, [Your Account Number or Order Number], on [Service Date].

Due to [brief explanation of the issue], I would like to understand the refund policy applicable to my situation, including any required documentation and the timeline for processing such requests.

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

Sincerely,

[Your Name]