

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Name/Customer Service Team],

I hope this message finds you well. I am writing to inquire about the status of my refund eligibility for the services I received on [date of service]. My account number is [your account number], and the order number associated with this service is [order number].

Based on your company's refund policy, I would like to know if I qualify for a refund, and if so, what steps I need to take to initiate the process. Also, I would appreciate any timelines you can provide regarding the refund proceedings.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]