

Request for Service Refund Eligibility Confirmation

To Whom It May Concern,

I hope this message finds you well. I am writing to formally request confirmation regarding my eligibility for a refund for the services rendered on [Service Date] under the order number [Order Number].

The reason for my request is [brief explanation of the reason for refund request]. I believe I may be eligible for a refund based on your company's policies, and I would appreciate it if you could provide me with the necessary confirmation and information regarding this matter.

Please let me know if there are any further details or documentation you require from my side.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]