

# Request for Refund Due to Unsatisfactory Service

Your Name: [Your Name]

Your Address: [Your Address]

Your Email: [Your Email]

Your Phone Number: [Your Phone Number]

Date: [Current Date]

To

[Company Name]

[Company Address]

Dear [Customer Service Manager's Name],

I am writing to formally request a refund for [product/service name] that I purchased on [purchase date], which I found to be unsatisfactory. Despite my expectations, the service did not meet the quality promised, resulting in [briefly explain the issue].

As per your company's refund policy and considering my experience, I believe that a refund is a reasonable request. I have attached all relevant receipts and documentation for your review.

I hope to resolve this matter promptly and look forward to your prompt response. Thank you for your attention to this issue.

Sincerely,

[Your Name]