

Refund Request for Breach of Contract

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a refund for the services rendered under our contract dated [insert contract date], pertaining to [describe the specific tech services]. Unfortunately, I must express my dissatisfaction due to a breach of contract on your part, as [outline the reasons for the breach].

According to the terms of our agreement, I am entitled to a full refund due to the failure to meet the specified obligations. I believe that the amount of [insert amount] should be refunded to me promptly.

I request that you process this refund by [insert deadline date]. Please feel free to contact me at [your phone number] or [your email address] should you have any questions regarding this matter.

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

Sincerely,

[Your Name]