

Refund Request for Canceled Tech Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a refund for the tech services that I canceled on [Insert Cancellation Date]. The details of the service are as follows:

- Service Name: [Insert Service Name]
- Order/Account Number: [Insert Order/Account Number]
- Cancellation Confirmation Number: [Insert Confirmation Number]

According to your refund policy, I am entitled to a full refund for the services paid in advance. I completed the cancellation process as outlined and was informed that my refund would be processed within [Insert Time Frame]. However, I have yet to receive this refund.

Please let me know the status of my refund at your earliest convenience. I appreciate your prompt attention to this matter.

Thank you for your understanding.

Sincerely,

[Your Name]