

# Request for Refund

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request a refund for the defective tech services I purchased from your company on [purchase date]. Unfortunately, the services provided have not met the expected standards due to [briefly explain the defect or issue with the services].

According to your refund policy, I understand that I am entitled to a refund under such circumstances. I have attached relevant documents, including the receipt and any correspondence regarding the issue.

Please process my refund at your earliest convenience. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]