

# Refund Request for Delayed Tech Services

Your Name: [Your Name]

Your Address: [Your Address]

Your Email: [Your Email]

Your Phone: [Your Phone]

Date: [Date]

## To:

Customer Service Department

Company Name: [Company Name]

Company Address: [Company Address]

Subject: Request for Refund Due to Delayed Tech Services

Dear Customer Service,

I am writing to formally request a refund for the tech services I ordered on [Order Date], which were delayed beyond the promised delivery date of [Promised Delivery Date]. The service was due to be completed by [Due Date], but as of today, I have not received any updates.

According to our agreement, I was expecting the completion of these services in a timely manner. The delay has caused significant inconvenience, and as such, I believe a refund is warranted.

Order Details:

- Order Number: [Order Number]
- Service Type: [Service Type]
- Amount Paid: [Amount]

Please confirm the receipt of this request and let me know how to proceed with the refund process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]