

# Refund Request for Incorrect Tech Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Customer Service Team/Specific Person's Name],

I am writing to formally request a refund for the tech services I received on [service date] under invoice number [invoice number]. Unfortunately, the services provided did not meet the expectations as outlined and were not completed as agreed.

The specific issues encountered include:

- [Issue 1]
- [Issue 2]
- [Issue 3]

Given the circumstances, I believe I am entitled to a full refund of [specific amount] for the inadequate services provided. I have attached copies of relevant documents, including the invoice and any communication regarding this matter.

I appreciate your prompt attention to this matter and hope to resolve it amicably. Please let me know how to proceed with the refund process.

Thank you for your understanding.

Sincerely,

[Your Name]