

Refund Request for Unfulfilled Tech Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Name or Customer Service],

I am writing to formally request a refund for the tech services I purchased on [Insert Purchase Date], which have not been fulfilled as agreed upon in our contract.

Details of the service:

- Service Description: [Insert service details]
- Order Number: [Insert order number]
- Total Amount Paid: [Insert amount]

Despite reaching out for updates on several occasions, I have not received the promised services nor communication regarding the delay. Therefore, I believe I am entitled to a full refund of the amount paid.

Please process this refund at your earliest convenience. If you require any further information, do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]