

Refund Request for Unsatisfactory Tech Services

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally request a refund for the tech services I received on [date of service], which unfortunately did not meet my expectations based on our agreement. Despite my attempts to address these issues, I have found the services provided to be unsatisfactory.

Details of the services rendered:

- Service Description: [Description]
- Service Date: [Date]
- Invoice Number: [Invoice Number]

As outlined in your service agreement, I believe that a full refund of [amount] is warranted due to the failure to deliver services as promised. I would appreciate your prompt attention to this matter and a confirmation of my refund request.

Thank you for your understanding. I look forward to your swift response.

Sincerely,
[Your Name]