

Refund Request for Unsatisfactory Service

Your Name: [Your Name]

Your Address: [Your Address]

City, State, ZIP Code: [City, State, ZIP Code]

Email Address: [Your Email]

Phone Number: [Your Phone Number]

Date: [Current Date]

Recipient Name: [Recipient Name]

Company Name: [Company Name]

Company Address: [Company Address]

City, State, ZIP Code: [Company City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request a refund for the [product/service] I purchased on [purchase date] from [Company Name]. Unfortunately, the service received was unsatisfactory due to [briefly explain the issue].

Despite my attempts to resolve the issue by [mention any previous communications], the problem has not been resolved to my satisfaction.

Therefore, I would like to request a full refund of [amount] as per your company's refund policy. I have attached a copy of the receipt for your reference.

Please confirm that my request has been received and let me know the next steps in the refund process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]