

Refund Request for Unsatisfactory Service

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I am writing to formally request a refund for the service I received on [Date of Service]. Unfortunately, the service did not meet my expectations due to [brief description of the issue].

According to your satisfaction guarantee policy, I believe that I am eligible for a full refund. I have included a copy of the receipt and any relevant documents for your reference.

Please let me know how to proceed with the refund process. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]