

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

Company Name
Company Address
City, State, Zip Code

Dear [Company Name],

I am writing to formally request a refund for services that were not rendered as promised. My order number is [Order Number], and the service was supposed to be provided on [Date of Service]. Unfortunately, I did not receive the services as outlined in our agreement.

As per your company's refund policy, I am entitled to a full refund due to the lack of service delivery. I would appreciate it if you could process this refund at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]