

# Refund Request Letter

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

Vendor's Name  
Vendor's Company Name  
Vendor's Address  
City, State, Zip Code

Dear [Vendor's Name],

I am writing to formally request a refund due to unsatisfactory services provided by your company on [specific date] for [description of the service]. Unfortunately, the service did not meet the agreed-upon standards outlined in our contract.

Despite several attempts to resolve these issues, including [brief description of your attempts], I have not seen any improvement. As such, I believe that a refund is warranted for the amount of [amount] paid.

Please let me know how you would like to proceed with the refund process. I hope to resolve this matter swiftly and amicably.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]