

Notice of Refund Due to Service Failure

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We regret to inform you that we have identified a failure in the service provided to you on [insert service date]. We take such matters seriously and strive to ensure customer satisfaction at all times.

As a result of this service failure, we are processing a refund of [insert amount] to you. This amount will be credited to your original payment method within [insert time frame].

We sincerely apologize for any inconvenience this may have caused and appreciate your understanding in this matter.

If you have any questions or require further assistance, please feel free to contact us at [insert contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]