

# Letter of Appeal for Refund

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]

[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I am writing to formally request a refund for [specific service or product] that I purchased on [purchase date]. Unfortunately, the service provided did not meet the standards promised, and I am disappointed with the overall experience.

Details of my experience include:

- Service/Product: [Describe the service/product]
- Order/Receipt Number: [Insert Order Number]
- Date of Service: [Insert Date]
- Issues Encountered: [Briefly describe the issues]

Despite my efforts to address these issues through your customer service department on [insert date(s) of communication], I have not received a satisfactory resolution.

As a valued customer, I believe it's important for companies to uphold their promises and provide quality service. I kindly ask for a full refund of [amount] to be processed to my original payment method.

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

Sincerely,  
[Your Name]