

Request for Refund Due to Unfulfilled Service Agreement

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a refund for the services outlined in the service agreement dated [insert date of agreement]. Unfortunately, the services provided have not met the terms agreed upon, which include [briefly outline the specific services that were not fulfilled].

According to our agreement, the following services were to be provided:

- [Service 1]
- [Service 2]
- [Service 3]

As these services were not delivered, I believe it is fair to request a full refund of [insert amount] that was paid on [insert payment date]. Enclosed are copies of our agreement and related correspondence for your reference.

I would appreciate a prompt response to this matter. Should I not receive a satisfactory reply within [insert a time frame, e.g., 14 days], I will have no choice but to escalate this issue.

Thank you for your attention to this matter.

Sincerely,

[Your Name]