

Claim for Refund

Your Name: [Your Name]

Your Address: [Your Address]

Your Email: [Your Email]

Your Phone Number: [Your Phone Number]

Date: [Date]

To:

Company Name: [Company Name]

Company Address: [Company Address]

Subject: Claim for Refund Due to Service Failure

Dear [Recipient's Name],

I am writing to formally request a refund for [briefly describe the service not delivered or inadequately provided] on [date of service]. Despite my expectations based on your company's reputation, the service did not meet the promised standards.

Details of the service failure:

- Service Description: [Describe the service]
- Date of Service: [Date]
- Transaction Reference Number: [Reference Number]
- Amount Paid: [Amount]

I have tried to resolve this issue through [mention any previous communication or attempts to rectify the situation], but unfortunately, I have not received a satisfactory response.

Under the circumstances, I kindly request a full refund of [amount] to be processed within [mention a specific timeframe, e.g., 14 days]. I have attached a copy of my receipt and any other relevant documentation for your reference.

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

Sincerely,

[Your Name]