

Request for Refund

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a refund for [describe service] that I purchased on [purchase date] due to the issues I encountered. Despite my attempts to resolve these problems with your customer service team, the service has not met the expected standards.

The issues I experienced include [briefly outline the issues]. As a result, I believe that a refund is warranted under your service guarantee policy.

Attached are copies of relevant documents including my receipt and correspondence regarding this matter. I would appreciate your prompt attention to this request and look forward to your reply.

Thank you for your understanding.

Sincerely,

[Your Name]