

Request for Refund

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Customer Service Department

Company Name

Company Address

City, State, Zip Code

Dear Customer Service Team,

I am writing to formally request a refund for [describe the service/product] purchased on [purchase date]. Unfortunately, the service provided did not meet my expectations due to [briefly explain the reasons for dissatisfaction].

According to your company's refund policy, I believe I am entitled to a full refund under these circumstances. I have attached copies of my receipt and any relevant correspondence regarding this matter.

I appreciate your prompt attention to this issue and look forward to your response. Please feel free to contact me at [your phone number] or [your email] should you need any further information.

Thank you for your understanding.

Sincerely,

Your Name