

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient's Name

Company Name

Company Address

City, State, Zip Code

## **Subject: Demand for Refund Due to Poor Repairs**

Dear [Recipient's Name],

I am writing to formally request a refund for the inadequate repair services provided on [date of service] for my [description of the item or service repaired]. The repairs were performed by [company name] at [location].

Unfortunately, the quality of the repair does not meet the expected standards and has resulted in [briefly describe the issues encountered]. Despite my attempts to resolve the matter directly with your team, the issues remain unresolved.

According to your company policy, I am entitled to a full refund for services that are not satisfactorily completed. Therefore, I kindly request a refund in the amount of [amount] by [specific date, typically within 14 days].

Thank you for your prompt attention to this matter. I hope for a swift resolution.

Sincerely,

[Your Name]