

# Request for Refund on Improper Service Charge

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I am writing to formally request a refund for an improper service charge that was applied to my recent transaction on [Insert Date]. Despite my expectation of quality service, I encountered several issues that fell short of the standards advertised by your company.

Details of the transaction are as follows:

- Transaction ID: [Insert Transaction ID]
- Service/Product Description: [Insert Description]
- Amount Charged: [Insert Amount]

Given the circumstances, I believe that a refund of the service charge is warranted. I have attached relevant documents to support my request.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]