

Refund Request for Delayed Transportation Service

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request a refund for the transportation service I utilized on [Insert Date of Service], which was significantly delayed.

Details of the service are as follows:

- Service Type: [Insert Service Type]
- Booking Reference Number: [Insert Booking Reference]
- Scheduled Time of Departure: [Insert Time]
- Actual Time of Departure: [Insert Time]

Due to the delay, I faced [Insert Brief Explanation of Consequences, e.g., missed appointment, additional expenses, etc.]. According to your company's refund policy, I believe that I am entitled to a refund for the inconvenience caused.

Attached to this letter are copies of my booking confirmation and any relevant receipts. I would appreciate your prompt attention to this matter and look forward to a swift resolution.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]