

# Refund Request for Interrupted Transportation Services

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager/Specific Name],

I am writing to formally request a refund for transportation services that were interrupted on [date of service]. I had booked a trip from [departure location] to [destination], but due to [reason for interruption], the service was not completed as expected.

According to [mention any relevant policy or agreement], I am entitled to a refund for the portion of the service that was not rendered. I have attached all relevant documents, including my booking confirmation and any communication regarding the service interruption.

I would appreciate your prompt attention to this matter 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 assistance.

Sincerely,

[Your Name]