

Refund Request for Service Dissatisfaction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a refund for the service I received on [Insert Date of Service]. Unfortunately, my experience did not meet the expectations set by your company due to [briefly explain the reason for dissatisfaction, e.g., quality of service, unmet promises, etc.].

Despite my attempts to resolve this issue by [mention any previous communication or attempts to address the problem], I have not been satisfied with the outcome. Therefore, I believe that a refund of [amount] is warranted under these circumstances.

Enclosed are the relevant documents including [list any attached documents such as receipts, emails, etc.]. I would appreciate your prompt attention to this matter and look forward to your positive response.

Thank you for your understanding.

Sincerely,

[Your Name]