

# Service Refund Request

Date: [Insert Date]

To: [Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider's Name],

I am writing to formally request a refund for the services that were promised but not fulfilled. I purchased [describe the service] on [purchase date] and was assured that [describe the promised service or completion date].

Unfortunately, as of today, the service has not been completed, and my attempts to resolve the issue through your customer service have been unsuccessful. I believe it is within my rights as a consumer to request a full refund based on the non-fulfillment of the service.

According to the terms and conditions provided at the time of purchase, it is outlined that refunds are applicable under circumstances of service failure. I kindly ask that you process my refund of [insert amount] at your earliest convenience.

Thank you for your immediate attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]