

# Service Refund Request for Delayed Delivery

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To:

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Name/Customer Service],

I am writing to formally request a refund for the service I ordered on [insert order date], which was due to be delivered on [insert expected delivery date]. Unfortunately, the service has not been delivered as promised, causing inconvenience and disappointment.

Despite my previous communications with your customer service team regarding this issue, I have not received a satisfactory resolution. Therefore, I am requesting a full refund of [insert amount] for the service that was not delivered in a timely manner.

Enclosed with this letter are copies of the original order confirmation and any relevant correspondence regarding this matter.

I hope to see this issue resolved promptly and look forward to your response. Thank you for your attention to this matter.

Sincerely,

[Your Name]