

Request for Service Refund

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[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 service that was scheduled for [Service Date], which was unfortunately canceled. According to your cancellation policy, I believe I am entitled to a full refund.

Details of the service are as follows:

- Service Type: [Type of Service]
- Order Number: [Order Number]
- Amount Paid: [Amount]

Please let me know the process for initiating the refund. I appreciate your prompt attention to this matter and look forward to resolving it quickly.

Thank you for your understanding.

Sincerely,

[Your Name]