

Request for Refund

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Name/Customer Service Manager],

I am writing to formally request a refund for the service I availed on [Insert Date of Service]. Unfortunately, my experience was not satisfactory due to [briefly explain the issue].

According to your refund policy, I believe I am eligible for a refund. I have attached relevant documents, including [list any documents such as receipts, emails, etc.], to support my claim.

I appreciate your attention to this matter and look forward to a prompt resolution.

Thank you.

Sincerely,

[Your Name]