

Request for Refund

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 cleaning service provided on [insert date of service]. Unfortunately, the service did not meet the agreed standards, and I was left dissatisfied with the results.

Specifically, [briefly describe the issues, e.g., certain areas were not cleaned, the service was incomplete, etc.]. Despite my attempts to resolve this matter directly during the service, the issues remained unaddressed.

Given the circumstances, I would appreciate a full refund of the service fee. Attached are copies of the invoice and any other relevant documentation.

Thank you for your 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]