

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

Recipient Name
Company's Name
Company's Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally request a refund for the repair service conducted on [date of service] at my residence/business for [brief description of the service, e.g., "refrigerator repair"]. Unfortunately, the service provided did not resolve the issues as promised.

Despite the repair, I am still experiencing [describe the ongoing issue, e.g., "the refrigerator continues to fail to cool properly"]. I have attempted to contact your service department for follow-up support, but my efforts have not resulted in a satisfactory solution.

Given the inadequate service and the inability to resolve the issue, I believe that a refund is warranted. I have enclosed copies of my receipt and any related correspondence for your review.

I hope to resolve this matter amicably and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]