

Request for Refund

Date: [Insert Date]

To: [Tutoring Service Name]

Address: [Tutoring Service Address]

Dear [Tutoring Service Manager's Name],

I hope this message finds you well. I am writing to formally request a refund for the tutoring services provided to my child, [Child's Name], during the period of [Insert Dates].

Unfortunately, the services did not meet our expectations due to [briefly explain reason, e.g., lack of improvement, cancellations, dissatisfaction with teaching methods, etc.]. As per our agreement, I believe I am entitled to a refund of [specify amount].

Attached are the relevant documents, including receipts and any communication regarding the tutoring sessions.

I appreciate your prompt attention to this matter and look forward to resolving this issue amicably. Please let me know if you need any further information.

Thank you.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]