

Refund Appeal for Unsatisfactory Service

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I am writing to formally request a refund for [describe the service or product] that I purchased on [purchase date]. Unfortunately, my experience with this service has been unsatisfactory due to [briefly explain the issue].

Despite my attempts to resolve this matter by [mention any prior communication or actions taken], I have not received a satisfactory resolution. I have attached [mention any supporting documents, if applicable] to support my claim.

As a valued customer, I expected a higher standard of service, and I believe a refund would be a fair response to my experience. I kindly ask you to process my refund of [specify amount] at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]