

Refund Policy Inquiry for Service Fees

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about your refund policy regarding service fees.

Specifically, I would like to know:

- What circumstances warrant a refund of service fees?
- Are there any time limits for requesting a refund?
- What steps do I need to take in order to initiate the refund process?

Thank you for your assistance. I look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Contact Information]