

Refund Request 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 [Company Name or Customer Service],

I am writing to formally request a refund for [specific service] that I purchased on [purchase date] due to unsatisfactory service.

The issues experienced included [briefly describe the problems encountered]. Despite my attempts to resolve these issues by [mention any previous communication], I have not received a satisfactory response or resolution.

According to your company's refund policy, I believe I am entitled to a full refund given the circumstances. I kindly ask that you process my request within the next [number of days] days.

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

Sincerely,

[Your Name]