Payment Recovery Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the recovery of payment made for services that have not been rendered as per our agreement.

On [Insert Date of Payment], I made a payment of [Insert Amount] for services that were to be provided by [Insert Service Provider's Name]. However, as of today, these services have not been fulfilled despite multiple follow-ups.

According to our agreement, [Briefly Mention Agreement Terms]. Given that the service was not delivered, I kindly ask for a full refund of the payment made.

Please let me know how you would like to proceed with this matter. I would appreciate a prompt response to resolve this issue amicably.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]