

Service Not Received Dispute

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally dispute the charge for services that were not received on [insert date of service]. Despite my initial expectations, the service promised was not delivered, causing inconvenience and concerns.

Details of the dispute are as follows:

- Service Type: [Insert Service Type]
- Transaction ID: [Insert Transaction ID]
- Amount Charged: [Insert Amount]
- Date of Expected Service: [Insert Date]

I would appreciate your prompt attention to resolve this matter. Please provide confirmation of the cancellation of the charge or a refund of the amount charged.

Thank you for your cooperation.

Sincerely,

[Your Name]