

Invoice Refund Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a refund for the invoice #[Invoice Number] dated [Invoice Date], regarding services that were not rendered. Despite my attempts to resolve this matter, the services promised were not delivered, and I believe a refund is warranted.

Please find attached a copy of the invoice along with any relevant documentation for your reference.

I would appreciate your prompt attention to this matter and look forward to your response. If you need any further information, please do not hesitate to contact me.

Thank you for your understanding.

Sincerely,

[Your Name]