

# Invoice Refund Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company 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 a refund for the services rendered as per Invoice #[Invoice Number], dated [Invoice Date].

Unfortunately, due to [brief explanation of the reason, e.g., unsatisfactory delivery of services, cancellation of service], we were unable to proceed with the agreed terms.

According to our agreement, I kindly request a refund of [amount] for the following services: [list of services].

Please find attached a copy of the invoice and any additional documentation you may need for processing this refund.

I appreciate your attention to this matter and look forward to your prompt response. If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]