

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Service Refund

I am writing to formally request a refund for [describe the service] that I purchased on [purchase date]. Unfortunately, the service did not meet my expectations due to [briefly explain the issue].

According to your refund policy, I believe I am eligible for a refund. I have attached [mention any supporting documents, such as receipts or correspondence] for your reference.

I would appreciate your prompt attention to this matter and look forward to receiving the refund by [mention a specific date, if applicable].

Please let me know if you require any further information to process my request.

Thank you for your understanding.

Sincerely,

[Your Name]