

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

Dear [Customer Service/Specific Contact Name],

Subject: Request for Service Refund

I hope this message finds you well. I am writing to formally request a refund for the [specific service] that I purchased on [purchase date] under the order number [order number].

Unfortunately, the service did not meet my expectations due to [briefly explain the reason for dissatisfaction, e.g., poor quality, service not provided, etc.].

In accordance with your refund policy, I would appreciate it if you could initiate the refund process at your earliest convenience. Enclosed are copies of my receipt and any relevant documentation for your reference. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]