

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

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

Subject: Payment Dispute and Refund Request

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally dispute a payment related to [mention the service/product] dated [insert date] and to request a refund for the amount of [insert amount].

Upon reviewing my records, I noticed that [briefly explain the reason for the dispute, e.g., "the service was not provided as agreed" or "the product was defective"]. According to our agreement, [mention any relevant terms from the agreement that support your case].

As a result of this issue, I believe I am entitled to a full refund. I have attached copies of relevant documents, including [list any supporting documentation, e.g., invoices, receipts, correspondence]. I kindly ask that you address this matter promptly. Please confirm the receipt of this letter and notify me of the next steps within [insert a specific timeframe, e.g., "14 days"].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]