

[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: Refund Request for Undelivered Service

I am writing to formally request a refund for the service I purchased on [purchase date], which has not been delivered as promised. The service in question is [describe the service] and the order number is [order number].

Despite my expectations based on our agreement and your advertised timeline, I have yet to receive the service, which was due on [expected delivery date]. I have also attempted to reach out through [mention any previous communication attempts] but have not received a satisfactory response.

Given the circumstances, I kindly request that you process a full refund of [amount] as soon as possible. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,
[Your Name]