

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

[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Request for Personal Experience Refund

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a refund for my recent experience with [specific service/product], which took place on [date]. Unfortunately, the experience did not meet my expectations due to [briefly explain the reason, e.g., inadequate service, product malfunction].

I have attached all relevant documentation, including [receipts, emails, photos, etc.], to support my claim. Given the circumstances, I kindly request a full refund of [amount] at your earliest convenience.

Thank you for addressing this matter promptly. I look forward to your response.

Sincerely,
[Your Name]