

## Sample Complaint Letter: Request for Partial Refund Due to Incomplete Service

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

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

Dear [Service Provider's Name],

I am writing to formally express my dissatisfaction with the recent service provided by your company on [date of service], referenced by invoice/order number [invoice/order number]. I had engaged your services for [brief description of the service contracted], with the expectation that all agreed-upon tasks would be completed in a professional and timely manner.

Unfortunately, the service delivered fell short of our agreed standards in the following ways:

- [Describe the first shortcoming or issue encountered]
- [Describe the second shortcoming or issue, if any]
- [List any additional specific issues or incomplete components]

These shortcomings were not adequately addressed despite my previous attempts to resolve them with your team, and as a result, I was unable to fully utilize the service provided. I believe this warrants a partial refund of [state the amount or percentage you believe is fair], reflecting the portion of the service that was either incomplete or unsatisfactory.

I kindly request that this refund be processed within [reasonable time frame, e.g., 14 days] of receiving this letter. I trust you value your customers' satisfaction, and I am confident that you will treat this matter with the attention it deserves.

Please contact me at your earliest convenience to confirm how you will resolve this issue. I look forward to an amicable solution and appreciate your prompt attention to this matter.

Sincerely,  
[Your Name]