

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

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

Subject: Request for Refund Due to Unrendered Service

Dear [Recipient Name],

I am writing to formally request a refund for the service that was not provided according to our agreement dated [Date of Agreement/Purchase]. I had contracted your company for [describe the service], with payment of [amount paid] made on [date of payment], as per invoice number [invoice/reference number].

Despite fulfilling all my obligations as outlined in the contract, including prompt payment and timely communication, the agreed-upon service has not been rendered. This has caused me significant inconvenience and loss, as I relied on your company's commitment.

I respectfully request a full refund of the amount paid, totaling [amount], to be processed within [reasonable time frame, e.g., 14 days] from the date of this letter. Please find attached copies of the payment receipt and correspondence related to this matter for your reference.

I trust that your company values customer satisfaction and will address this matter promptly. I look forward to receiving confirmation of the refund and to an amicable resolution.

Should you require any additional information, please feel free to contact me at [your phone number] or [your email address].

Thank you for your immediate attention to this matter.

Sincerely,
[Your Name]