

# Adjustment Letter for Unsatisfactory Service Refund Claim

An **adjustment letter for unsatisfactory service refund claim** is a formal communication used by customers to address issues with a service that did not meet expectations, requesting a refund or compensation. This letter clearly outlines the problem, provides necessary details, and respectfully demands appropriate rectification. Including a sample template can guide customers in drafting clear, concise, and professional requests, ensuring their concerns are effectively communicated and increasing the likelihood of a favorable response from the service provider.

## Sample Adjustment Letter Template

Use the following template as a guide for your letter:

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title/Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]  
Subject: Request for Refund Due to Unsatisfactory Service  
Dear [Recipient Name],  
I am writing to formally bring to your attention my dissatisfaction with the service I received from [Company Name] on [date of service], as part of [brief description: e.g., "a meal at your restaurant"]. Unfortunately, the service did not meet the quality standards as outlined in your company's service agreement. Specifically, [describe the issues encountered-e.g., "parts of the meal were cold, and the service was slow"]. As a valued customer, I expected a higher level of service. Given the circumstances, I kindly request a full refund for the sum of [amount] paid for the service. I believe this is a fair resolution.  
Please let me know within [reasonable timeframe, e.g., 10 business days] how you intend to resolve this matter. I look forward to your prompt response.  
Thank you for your attention.  
Sincerely,  
[Your Name]

## Tips for Writing an Effective Adjustment Letter

- Be clear and concise about the issue encountered.
- Include all relevant details such as dates, services, and receipts.
- Remain polite and professional in your tone.
- State your expectations for resolution explicitly.
- Attach any supporting documents to strengthen your claim.