

# Sample Complaint Letter with Request for Refund for Unsatisfactory Service

This document provides a **sample complaint letter with request for refund for unsatisfactory service**, detailing how to formally express dissatisfaction with a product or service that failed to meet expectations. The letter includes key elements such as a clear description of the issue, evidence or examples of poor service, a polite but firm request for compensation or refund, and a call for prompt resolution. This format helps consumers communicate effectively with service providers to resolve disputes and recover costs incurred due to inadequate service quality.

## Sample Letter

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Service Provider's Name or Company Name]  
[Recipient's Title, if known]  
[Company Address]  
[City, State, ZIP Code]  
Subject: Request for Refund Due to Unsatisfactory Service  
Dear [Service Provider's Name or Customer Service Team],  
I am writing to formally express my dissatisfaction with the service I received from [Company Name] on [date of service]. Unfortunately, the service provided did not meet the quality standards I expected. Specifically, [describe the service received and the issues experienced—e.g., delays, poor workmanship, incomplete or incorrect results]. For example, [provide specific evidence or examples]. Given these circumstances, I respectfully request a full refund in the amount of [\$ amount], in accordance with your company's stated refund policy and consumer protection regulations. Please process my refund within [reasonable timeframe, e.g., 14 days] of receiving this letter. I would appreciate written confirmation of the refund and an explanation of the service provided. Thank you for your prompt attention. I look forward to your response.  
Sincerely,  
[Your Name]