

Professional Complaint Letter for Refund

Subject: Refund Request for Unsatisfactory Service

Dear [Recipient Name],

I am writing regarding the [Service/Product] purchased on [Date]. The service/product did not meet the quality standards as advertised. Therefore, I request a full refund for the transaction.

I have enclosed all supporting documents and expect the refund to be processed within the stipulated timeframe.

Thank you for your attention.

Regards,

[Your Name]

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