

Email refund request for incomplete service

Subject: Refund of Down Payment for Unrendered Service

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a refund of the down payment of [amount] made on [date] for [service]. Unfortunately, the service was not delivered as agreed upon, and I cannot justify further payment without delivery.

I kindly ask that the down payment be refunded at your earliest convenience. Please provide me with details of the refund process and expected timeline.

Thank you for your understanding and cooperation.

Best regards,

[Your Name]

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