**To**

**[The Recipient]  
[Business Name]**

**Re. Asking for the Refund of $400 for Providing Low-Quality Services**

Dear Nelson,

This letter has been written with great remorse and regret as I experienced bad services from you as a client. To compensate for this unpleasant experience and not escalate this to social media and law enforcement, I request you to refund the full amount I paid for this. Due to the poor services, I decline my future projects with you in the pipeline. I request you to refund the amount I paid immediately in the given account number.

On [DATE], I approached you as my potential associate in conducting preliminary data collection and calculus for a research assignment. On [DATE], I handed over the work to you to be kicked off. The given deadline was not met by you and requested to extend the deadline.

I requested my research head to extend the deadline which was done at the cost of my credibility as a competent researcher. The deadline was not met; however, it did not bring any inconvenience due to the non-availability of my team leader. The final script you sent to me was filled with errors in data collection and evaluations. Almost, every evaluation was wrongly concluded in one way or another.

I am vehemently contrite of the waste of my time and money. Therefore, I request you to refund the paid amount as soon as possible. For a refund, use my account number [ACCOUNT NUMBER], [BANK NAME & BRANCH CODE]. If you have any questions regarding this, contact me at [EMAIL]. In case of non-compliance with the above-mentioned process, I will escalate the matter to legal accounts. Thanks.

Regards

[NAME]  
[ADDRESS & POSTAL CODE]