**Service Complaint, Payment Adjustment Request**

Today Date:

Dear Sir or Madam:

This letter is being written to you to seek your help in correcting a service problem we had with your firm.

Your firm has a good reputation for service so we are sending this letter to you in hopes you will continue

that tradition by making an adjustment to our bill.

Your firm was paid (INR) Amount paid for product/ service?............. on 00/00/0000 (Date). We contracted you to

Get an adjustment because: Reason of Dissatisfaction

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The most appropriate resolution for this problem, we believe, is for you to refund the full cost of the service.

Please send us your check for the above amount by return mail or let us hear from you regarding another suggested resolution of our problem that you may have.

Thank you in advance for your prompt attempt to resolve our mutual problem and your expected timely

response to my letter.

Best regards,

Name of customer:

Username:

Mail Id:

Contact Number:

Mobile Number:

Address:

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Writer

Enc. (Any pertinent documents you have) or (Please Attach Below Documents)

1.Payment Receipt

2.Invoice Copy

3.Payment transaction Details.