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_____
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Date: _____

_____
_____

To whom it may concern:

On _____, I engaged your services. Specifically, I contracted with you to do the following:

_____

I allowed you to proceed forward in the provision of your services, but was entirely unsatisfied.

The issue I had with your services is as follows: You did not perform adequate work, as we discussed. Specifically, your work was lacking in the following ways:

_____

Due to the above, I am requesting a full and complete refund. I did not receive the services I contracted for and am owed my funds back. I am also requesting the following:

_____

Sincerely,

_____