

To: PKP Titan LLC, Accounts

From:

\_\_\_\_\_

full name

\_\_\_\_\_

residential (registered) address

Passport No. \_\_\_\_\_

Issuing authority, date of issue: \_\_\_\_\_

Telephone \_\_\_\_\_

## REFUND REQUEST LETTER

I kindly request the refund of the amount:

\_\_\_\_\_

specify the amount in words, please capitalize first word

I have paid using the online payment gate at: [www.hoteldvina.ru](http://www.hoteldvina.ru) or transferred to PKP Titan LLC's account via online bank (underline the appropriate) on \_\_\_\_\_ 20\_\_\_\_ (date) as payment for:

\_\_\_\_\_

specify service(s)

with duration of provision:

from \_\_\_\_\_ 20\_\_\_\_ to \_\_\_\_\_ 20\_\_\_\_.

I was not able to use any of the above services due to:

\_\_\_\_\_  
\_\_\_\_\_

Please effect refund by transferring the above amount to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

specify or attach bank account details

I hereby acknowledge and agree with the refund timeline and method. I am aware that the refund procedure may take several days and is subject to the rules established by the bank with respect to transfers to the bank account I have indicated. I have been informed that any refunds in cash will be effected through Company's central cash desk on business days and upon the invitation from Accounts within the lawfully established timeline.

Attachments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

list documents attached

Date: \_\_\_\_\_ 20\_\_\_\_

Signature: \_\_\_\_\_