

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Refund

I hope this letter finds you well. I am writing to formally request a refund for [product/service name] purchased on [purchase date] under order number [order number].

Unfortunately, [briefly explain the reason for the refund request, e.g., product defects, service not as described, etc.]. According to your return policy, I believe I am eligible for a refund.

I have attached copies of my receipts and any other relevant documents for your reference. Please let me know if you require additional information to process my request.

I kindly ask for your prompt attention to this matter and would appreciate a confirmation of my refund request at your earliest convenience. Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]