

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

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

Dear [Recipient's Name],

Subject: Request for Refund - Order #[Order Number]

I hope this message finds you well. I am writing to formally request a refund for [describe the product/service], which I purchased on [purchase date] from your website/store.

Unfortunately, [briefly explain the reason for the refund request, e.g., the item was defective, the service was not as described, etc.]. I have attached [any relevant documents, such as receipts, order confirmations, photos, etc.] for your reference.

According to your return policy, I am eligible for a refund under these circumstances. I would appreciate your prompt attention to this matter and request that the refund be processed to the original payment method used for this purchase.

Thank you for your understanding and assistance. I look forward to hearing from you soon regarding the status of my refund request.

Sincerely,
[Your Name]