

[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 am writing to formally request a refund for [describe the product/service], purchased on [purchase date], with order number [order number]. Unfortunately, [briefly explain the reason for the refund request, e.g., the product was defective, service was unsatisfactory, etc.].

In compliance with your return policy, I am returning the product and have included [mention any relevant documents, such as receipts or return authorization]. I would appreciate it if you could expedite the refund process and let me know when to expect the reimbursement.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]