

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

Dear Customer Service Team,

Subject: Request for Product Refund

I am writing to formally request a refund for [Product Name] (Order Number: [Order Number]), which I purchased on [Purchase Date].

Unfortunately, the product did not meet my expectations due to [brief explanation of the issue - e.g., it was defective, not as described, etc.].

As per your return policy, I would appreciate your assistance in processing this refund. I have attached a copy of my receipt and any other relevant documentation for your reference.

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

Sincerely,
[Your Name]