

[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 [briefly describe the product or service, including order number and date of purchase].

Unfortunately, [describe the reason for the refund request, e.g., the product was defective, the service was unsatisfactory, etc.]. I have attached all relevant documents, including [receipts/invoices, photographs, or any other relevant materials].

According to your refund policy, I understand that I am eligible for a refund. I would appreciate it if you could process this request at your earliest convenience.

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

Sincerely,
[Your Name]