

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

Dear [Recipient Name],

I am writing to formally request a refund for [product/service] purchased on [purchase date] under the order number [order number]. Unfortunately, [brief explanation of the issue--e.g., the product was defective, the service was not as described, etc.].

According to your refund policy, I believe I am eligible for a full refund. I have attached a copy of my receipt and any relevant correspondence for your reference.

I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]