

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

Dear [Recipient's Name/Customer Service Team],

Subject: Request for Refund

I am writing to formally request a refund for [product/service name] that I purchased on [purchase date], with order number [order number].

Unfortunately, [brief explanation of the reason for the refund request, e.g., the product was defective, the service was not as described, etc.].

According to your refund policy, I believe I am entitled to a full refund. I have attached [mention any relevant documents, such as receipts, invoices, or photos] to support my request.

I would appreciate if you could process this refund to the original payment method at your earliest convenience. Please let me know if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]