

[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],

I hope this message finds you well. I am writing to formally request a refund for [product/service name], which I purchased on [purchase date]. The order number is [order number].

Unfortunately, [briefly explain the reason for the refund request, e.g., the product was defective, the service was not as described, etc.]. I have attached copies of [any relevant documents, such as receipts or photos] to support my request.

According to your refund policy, I believe I am eligible for a full refund. I would appreciate if you could process this refund at your earliest convenience.

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

Sincerely,
[Your Name]