

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

[Date]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Request for Refund

Dear [Customer Service/Specific Name],

I hope this message finds you well. I am writing to formally request a refund for [describe the product or service], which I purchased on [purchase date] with order number [order number].

The reason for my refund request is [explain the reason, e.g., defective item, unsatisfactory service, etc.]. According to your return policy, I believe I am eligible for a refund under these circumstances.

I have attached copies of [relevant documents, e.g., receipt, order confirmation, correspondence] to facilitate the process.

I kindly ask that you process my refund to [payment method used, e.g., my credit card, original payment method] at your earliest convenience.

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

Sincerely,  
[Your Name]