

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

Customer Service Department

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

Subject: Request for Refund for Order #[Order Number]

Dear Customer Service,

I am writing to formally request a refund for my recent purchase made on [Purchase Date] for the item [Item Name/Description] with order number #[Order Number].

Unfortunately, the product did not meet my expectations because [briefly explain the reason, e.g., it was defective, the wrong item was sent, etc.]. According to your return policy, I understand that I am eligible for a refund within [mention the timeframe, e.g., 30 days] of receiving the item.

I have attached a copy of my receipt and any relevant documentation for your review. I would appreciate your assistance in processing this refund.

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

Sincerely,
[Your Name]