

[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 name] that I purchased on [purchase date] with order number [order number].

Unfortunately, [brief description of the issue, e.g., the item was defective, the service was not as described, etc.].

According to your return policy, I am entitled to a full refund for my purchase. I have attached copies of my receipt and any relevant correspondence for your reference.

I would appreciate your prompt attention to this matter and look forward to receiving my refund of [refund amount] at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]