

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

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

Subject: Request for Refund

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a refund for [product/service name] that I purchased on [purchase date] under order number [order number].

Unfortunately, [briefly explain the reason for the refund, e.g., the product was defective, the service was not as described, etc.]. I have attached copies of relevant documents, including my receipt and any correspondence related to this issue.

According to your return policy, I believe I am eligible for a full refund. I would appreciate your prompt attention to this matter and a response at your earliest convenience.

Thank you for your assistance.

Sincerely,
[Your Name]