

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

Dear [Customer Service/Specific Contact Name],

Subject: Refund Inquiry for Order #[Order Number]

I hope this message finds you well. I am writing to inquire about the status of my refund for order #[Order Number], which was placed on [Order Date].

Unfortunately, I have not yet received the refund, and I would like to request an update on this matter. According to your policy, I understand that refunds are typically processed within [Insert Time Frame]. I appreciate any information you can provide regarding the anticipated timeline for my refund.

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

Sincerely,
[Your Name]