

[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],

I am writing to request a refund for [product/service name] that I purchased on [purchase date]. Unfortunately, [brief explanation of the issue or reason for the refund request].

According to your refund policy, I believe I am eligible for a refund. I have included a copy of the receipt as proof of purchase.

Please let me know how to proceed with the refund process.

Thank you for your attention to this matter.

Sincerely,
[Your Name]