

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

Dear [Customer Service Team/Specific Name if known],

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

I hope this message finds you well. I am writing to formally request a refund for [describe the item or service you purchased] that I ordered on [order date].

Unfortunately, [briefly explain the reason for the refund request, e.g., the item was defective, not as described, or arrived late]. According to your return policy, I believe I am eligible for a full refund.

I have attached [mention any documents you are including, such as a copy of the receipt or photographs of the item] to support my request.

Please let me know how to proceed with the refund process. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]