

[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 or Customer Service Team],
Subject: Request for Refund - [Order/Invoice Number]

I hope this message finds you well. I am writing to formally request a refund for [briefly describe the product/service], which I purchased on [purchase date]. Unfortunately, [reason for the refund request, e.g., the product was defective, the service was not delivered, etc.].

According to your return policy, I believe I am eligible for a refund. I have attached [list any relevant attachments, such as a receipt, proof of purchase, photos of the product, etc.] for your reference.

I would appreciate it if you could process this request at your earliest convenience. Should you require any additional information, please do not hesitate to contact me via [mention preferred contact method].

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

Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]
[Your Position (if applicable)]