

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a refund for [briefly describe the product/service] that I purchased on [purchase date], with the order number [order number].

Unfortunately, [explain the reason for the refund request, e.g., the product was defective, did not meet expectations, etc.], and I believe a refund is warranted under your return policy.

I have attached a copy of my receipt and any relevant documentation for your reference. I would appreciate it if you could process this request at your earliest convenience. Please let me know if you need any additional information.

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

Sincerely,
[Your Name]