

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

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Subject: Authorization Letter for Refund Request

Dear [Recipient's Name],

I, [Your Name], am writing to formally authorize [Authorized Person's Name] to act on my behalf in requesting a refund for [specify the product/service] purchased on [purchase date], with order number [order number].

Due to [brief explanation of the reason for the refund], I would like to initiate the refund process. I hereby grant [Authorized Person's Name] the authority to handle all necessary communications and documentation required for this request.

Please process this refund as soon as possible, and contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]