

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

Subject: Request for Refund

Dear [Customer Service Department/Specific Person's Name],
I hope this message finds you well. I am writing to formally request a refund for [describe the product/service] that I purchased on [purchase date] with the order number [order number].

Unfortunately, [briefly explain the reason for the refund request, e.g., the item was defective, the service was not delivered as promised, etc.]. In accordance with your return policy, I have [mention any steps you have taken, e.g., returned the item, contacted support, etc.]. I have attached [any relevant documents, e.g., receipts, order confirmation, etc.] for your reference.

I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]