

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

Dear [Customer Service/Specific Contact Name],
I hope this letter finds you well. I am writing to formally request a refund for [product/service name], purchased on [purchase date], with order number [order number]. Unfortunately, [brief reason for the refund request].

I have attached [any relevant documents, e.g., receipt, photos] for your reference. According to your refund policy, I believe I am eligible for a full refund.

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

Sincerely,
[Your Name]