

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

Dear [Customer Service Team/Specific Contact Name],

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

Unfortunately, [briefly explain the reason for the refund request, e.g., the product was defective, not as described, service was unsatisfactory, etc.]. According to your return policy, I believe I am eligible for a refund under these circumstances.

Please find attached any relevant documentation, including [receipts, order confirmation, photographs, etc.]. I would appreciate your prompt attention to this matter and look forward to hearing back from you regarding the next steps in processing my refund.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]