

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

Dear [Recipient's Name/Customer Service],

Subject: Request for Refund - Order #[Order Number]

I hope this message finds you well. I am writing to formally request a refund for my recent purchase from [Company Name] made on [Purchase Date]. The details of the order are as follows:

- **Order Number:** [Order Number]
- **Item Description:** [Item Name/Description]
- **Purchase Amount:** [Amount]

Unfortunately, I am requesting a refund due to [briefly explain the reason, e.g., the item being defective, not as described, received the wrong item, etc.]. According to your refund policy, I am eligible for a refund within [mention the timeframe, e.g., 30 days] of receiving the product.

[Optional: Include any additional details or evidence, such as photos, receipt copies, and previous correspondence, if applicable.]

I kindly ask that you initiate the refund process at your earliest convenience. Please confirm receipt of this letter and inform me of the next steps I need to take.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]