

[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 message finds you well. I am writing to request a refund for
[product/service name] that I purchased on [purchase date].
Unfortunately, [brief explanation of the issue, e.g., it was defective,
not as described, etc.].
As per your refund policy, I would like to initiate the return process.
My order number is [order number]. Please let me know the next steps I
should take.
Thank you for your assistance. I look forward to your prompt response.
Sincerely,
[Your Name]