

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

Dear [Recipient Name],

Subject: Request for Refund

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]. The order number is [order number].

Unfortunately, [explain the reason for the refund request, e.g., the product was defective, the service was not delivered, etc.]. According to your refund policy, I believe I am eligible for a refund.

I have attached [include any relevant documents, e.g., receipts, photos of the product, correspondence] to support my request.

I would appreciate your prompt attention to this matter and look forward to your response. Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]