

[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],

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

Unfortunately, [explain the reason for your request, such as issues with the product/service, discrepancies in what was promised, etc.]. As a result, I believe a partial refund of [specify the amount, if possible] is warranted.

I have attached [mention any supporting documents, such as receipts, communication records, etc.] for your reference.

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

Sincerely,
[Your Name]