

[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 Name],

I hope this message finds you well.

I am writing to formally request a refund for the [product name] that I purchased on [purchase date] with order number [order number].

Unfortunately, the product did not meet my expectations due to [briefly explain the reason, e.g., it was defective, not as described, etc.].

According to your return policy, I believe I am eligible for a full refund. I have included a copy of my receipt and any necessary documentation to support my request.

Please let me know how to proceed with the return process. I appreciate your assistance and look forward to resolving this matter promptly.

Thank you for your attention to this request.

Sincerely,

[Your Name]