

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

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

Unfortunately, [briefly explain the reason for the refund request, e.g., the product was defective, or the service did not meet your expectations]. I have attached [any relevant documents, such as receipts, order confirmation, or correspondence related to the issue].

I appreciate your attention to this matter and look forward to resolving it promptly. Please let me know if you require any additional information.

Thank you for your assistance.

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]