

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a refund for [specific item/service], which I purchased on [purchase date] with the order number [order number].

Unfortunately, [brief explanation of the issue, e.g., the item was defective, the service was not as advertised, etc.]. Despite my attempts to [explain any prior attempts to resolve the issue], I have not been able to reach a satisfactory resolution.

According to your refund policy, I believe I am entitled to a refund for this purchase. I have attached copies of [mention any relevant documents, e.g., receipt, correspondence, etc.] for your reference.

I would appreciate your prompt attention to this matter and look forward to your response. Please let me know if you need any further information to process my request.

Thank you for your assistance.

Sincerely,
[Your Name]