

[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] that I purchased on [purchase date].

Unfortunately, [brief explanation of the issue, e.g., the product was defective, the service was not as described, etc.].

According to your return policy, I understand that I am eligible for a refund in this situation. I have attached [any relevant documents, such as receipts or order confirmation] to assist with this request.

Please let me know the next steps to process my refund. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,
[Your Name]