

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

Dear [Customer Service Manager/Specific Department],

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

Unfortunately, [briefly explain the reason for the refund request, e.g., the product was defective, the service was not as described, etc.]. As a loyal customer, I have always appreciated the quality and service provided by [Company Name], which is why this experience has been disappointing.

According to your return policy, I believe I am eligible for a refund under these circumstances. I have attached [mention any relevant documents, such as receipts or correspondence] to support my request. I kindly ask for your assistance in processing this refund as soon as possible. I appreciate your attention to this matter and look forward to a prompt response.

Thank you for your understanding.

Sincerely,
[Your Name]