

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

Subject: Refund Request for Order #[Order Number]

Dear [Customer Service Team/Specific Name],

I hope this message finds you well. I am writing to formally request a refund for my recent order #[Order Number], placed on [Order Date]. Unfortunately, [briefly explain the reason for the refund request, e.g., the item was damaged, not as described, etc.]. I have attached any relevant documentation, including [describe any included documents, such as photos, receipts, etc.].

According to your refund policy, I believe I am eligible for a full refund. Please let me know the next steps in the refund process.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,  
[Your Name]