

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

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

Dear [Customer Service/Specific Contact Name],
I am writing to request a refund for my recent purchase from [Company Name], made on [Purchase Date], with the order number [Order Number]. I have included copies of the original receipt and any relevant documentation to support my request. The reason for the refund request is [brief description of the reason, e.g., defective item, incorrect item received, etc.].

According to your refund policy, I believe I am entitled to a full refund of [amount].

Please let me know the next steps in this process and how long it typically takes to receive the refund.

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

Sincerely,

[Your Name]

[Enclosures: receipts]