

[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],

Subject: Request for Refund of Payment

I hope this message finds you well. I am writing to formally request a refund for the payment made on [date of payment] for [description of product/service]. Unfortunately, [brief explanation of the issue leading to the refund request].

According to your refund policy, I believe I am eligible for a refund.

The transaction details are as follows:

- Transaction ID: [Transaction ID]
- Amount: [Amount]

I have attached copies of relevant documents, including [receipts, invoices, correspondence, etc.], for your reference.

I would appreciate your prompt attention to this matter and would like to request that the refund be processed back to my original payment method at your earliest convenience.

Thank you for your cooperation. I look forward to your swift response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]