

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

Customer Service

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

Dear Customer Service,

I am writing to formally request a refund for my recent online purchase from your website.

Order Number: [Order Number]

Purchase Date: [Purchase Date]

Item Description: [Description of the Item]

Amount: [Purchase Amount]

Unfortunately, the item did not meet my expectations for the following reasons: [briefly explain the reason, e.g., defective item, incorrect item received, etc.].

I would appreciate your prompt attention to this matter and request that the refund be processed back to my original payment method. Please confirm receipt of this letter and let me know if you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]