

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

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

Dear [Recipient Name],

Subject: Request for Refund

I hope this message finds you well. I am writing to formally request a refund for the payment made on [date of payment] for [describe the product/service].

The details of the transaction are as follows:

- Order Number: [insert order number]
 - Amount Paid: [insert amount]
 - Payment Method: [insert payment method, e.g., credit card, PayPal]
- [Briefly explain the reason for the refund request, e.g., product defect, service not as described, etc.]

According to your return policy, I believe I am eligible for a refund. I have attached copies of relevant documents, including [mention any attached documents like receipts, correspondence, etc.].

Please let me know how to proceed with the refund process. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,
[Your Name]