

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

Dear [Customer Service Team/Specific Person's Name],

I hope this message finds you well. I am writing to formally request a refund for [describe the product/service] that I purchased on [purchase date] under the order number [order number].

Unfortunately, [briefly explain the reason for the refund request - e.g., the item was defective, the service was not as described, etc.].

According to your refund policy, I believe I am entitled to a reimbursement. I have attached [any relevant documents, such as the receipt, photos, etc.] for your reference.

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

Thank you for your assistance.

Sincerely,
[Your Name]