

[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

I am writing to formally request a refund for [specify product/service], which I purchased on [purchase date] with order number [order number]. Unfortunately, [briefly explain the reason for the refund request, e.g., the product was defective, the service was not delivered as promised, etc.]. According to your refund policy, I believe I am entitled to a full refund in this case.

I have attached copies of [invoices/receipts and any other relevant documentation] for your reference.

I would appreciate your prompt attention to this matter and look forward to receiving my refund of [amount] within [insert timeframe, e.g., 14 days] as stated in your policy.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]