

[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]

Subject: Request for Refund of Payment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a refund for the payment made on [date of transaction] for [describe the product/service]. The order number/reference number is [insert number]. Unfortunately, [briefly explain the reason for the refund request, e.g., the item was defective, service was not rendered, etc.]. According to your refund policy, I believe I am eligible for a refund in this case. I have attached [mention any relevant documents, such as receipts, order confirmations, etc.] to support my request.

I would appreciate your prompt attention to this matter and kindly ask for the refund to be processed back to my original payment method. If you need any further information, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,  
[Your Name]