

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

Dear [Customer Service Manager/Specific Name],

Subject: Request for Refund

I hope this message finds you well. I am writing to formally request a refund for [product/service name], which I purchased on [purchase date]. My order number is [order number].

Unfortunately, [briefly explain the reason for the refund request, e.g., the product was defective, service was not delivered as promised, etc.]. According to your refund policy, I believe I am eligible for a complete refund as I have adhered to all necessary guidelines. I have attached a copy of my receipt and any relevant documentation for your reference.

I would appreciate it if you could process my refund to [original payment method] at your earliest convenience. Please confirm receipt of this letter and let me know the next steps.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]