

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

Unfortunately, [explain the reason for the refund request, e.g., product defect, service not rendered, etc.].

According to your refund policy, I believe I am eligible for a full refund. I have attached [mention any supporting documents, if applicable, such as receipts, photographs, 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 reply.

Thank you for your assistance.

Sincerely,
[Your Name]