

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

[Company Name]  
[Company Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],

Subject: Request for Payment Refund

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

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

According to your refund policy, I believe I am eligible for a refund under these circumstances. I have attached copies of relevant documents, including the original receipt and any correspondence related to this matter.

I would appreciate your prompt attention to this matter and look forward to your response. Please feel free to contact me if you need any further information.

Thank you for your understanding.

Sincerely,  
[Your Name]