

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Refund

I hope this letter finds you well. I am writing to formally request a refund for the payment made on [date of payment] for [product/service name] with the order number [order number].

Unfortunately, [briefly explain the reason for the request, e.g., the item was defective, the service was not delivered as promised, etc.]. According to your refund policy, I believe I am entitled to a full refund.

I have attached copies of the receipt and any other relevant documentation for your reference. I kindly ask that you process my refund at your earliest convenience.

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

Sincerely,
[Your Name]