

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

Subject: Request for Refund of Payment

Dear [Recipient's Name],

I am writing to formally request a refund for payment made on [Date of Payment] for [Product/Service Name]. The transaction ID is [Transaction ID], and the amount paid was [Amount].

Unfortunately, [brief explanation of the reason for refund request, e.g., the product was defective, service was not delivered, etc.].

I have attached [any relevant documents, e.g., a copy of the receipt, correspondence, etc.] for your reference.

I kindly ask that you process this refund at your earliest convenience. Please confirm receipt of this letter and provide an estimated timeline for the processed refund.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]