

[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 Payment Refund

I hope this message finds you well. I am writing to formally request a refund for the payment made on [date of transaction] for [description of product/service].

Due to [brief explanation of the reason for the refund request, e.g., cancellation, product defect, unsatisfactory service], I believe I am entitled to a refund in accordance with your refund policy.

The details of the transaction are as follows:

- Transaction ID: [transaction ID]
- Amount Paid: [amount]
- Payment Method: [credit card, PayPal, etc.]

I kindly ask that you process the refund at your earliest convenience. Please let me know if you require any additional information or documentation to facilitate this request.

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

Sincerely,

[Your Name]