

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

Dear [Customer Service Team/Specific Contact Name],

Subject: Request for Refund - Order #[Order Number]

I hope this message finds you well. I am writing to formally request a refund for my recent purchase from your website. The details of my order are as follows:

- \*\*Order Number:\*\* [Order Number]
- \*\*Purchase Date:\*\* [Purchase Date]
- \*\*Item(s) Ordered:\*\* [List of Items]

Unfortunately, the [describe the issue: item was defective, wrong item sent, not as described, etc.]. According to your return policy, I believe I am eligible for a refund.

I have attached a copy of my receipt along with any relevant documentation regarding this issue. I would appreciate your guidance on how to proceed with the return process and the timeline for receiving my refund.

Thank you for addressing this matter promptly. I look forward to your swift response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]