

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

FCA Customer Services

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

Subject: Request for Refund

Dear FCA Customer Service,

I am writing to formally request a refund for [briefly describe the product/service] that I purchased on [purchase date] under the order number [order number].

The reason for the refund request is [explain reason, e.g., product malfunction, service not rendered, etc.]. According to your return policy, I believe I am eligible for a refund.

I have attached [mention any supporting documents, such as receipts or correspondence related to the issue].

Please let me know the next steps in processing my refund. I appreciate your prompt attention to this matter.

Thank you.

Sincerely,

[Your Name]