

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

Subject: Request for Refund Claim

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a refund for [describe the product/service] I purchased on [purchase date] with the order number [order number].

Unfortunately, [briefly explain the reason for the refund request, e.g., the product was defective, service was not provided as promised, etc.]. According to your return policy, I am eligible for a refund under these circumstances. Enclosed with this letter are copies of my purchase receipt and any relevant documents supporting my claim.

I kindly ask for your prompt attention to this matter and processing of my refund. Please feel free to contact me at [your phone number] or [your email address] should you require any additional information.

Thank you for your immediate attention to this request.

Sincerely,  
[Your Name]