

[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

Dear [Customer Service Manager/Specific Name if known],  
I am writing to formally request a refund for [describe the product/service] that I purchased on [purchase date] from your [store/website].

Order Number: [Order Number]

Transaction ID: [Transaction ID] (if applicable)

The reason for my request is as follows:

[Clearly state the issue, including any relevant details about the product/service and the circumstances of your complaint.]

According to your refund policy, I believe I am entitled to a full refund. I have [attached/enclosed] copies of my receipt and any other relevant documentation for your reference.

I would appreciate your prompt attention to this matter and look forward to your response by [provide a specific date, usually 7-14 days from the date of this letter].

Thank you for your assistance.

Sincerely,

[Your Name]