

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

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Refund

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

Unfortunately, [brief explanation of the issue, e.g., the item was defective, service was not as described, etc.]. According to your return policy, I am eligible for a refund under these circumstances.

I have attached [mention any attached documents, e.g., receipts, photographs of the product, communication history] for your reference.

I kindly ask that you process this refund to my original payment method at your earliest convenience. Please confirm receipt of this letter and let me know if you need any further information to expedite the process.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]