

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

[Recipient's Name]
[Recipient's Title]
[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 [product/service name] purchased on [purchase date] with the order number [order number].

Unfortunately, [briefly explain the reason for the refund request, such as the product being defective, not as described, or services not rendered].

In accordance with your return policy, I have included [mention any enclosed documents like receipts, order confirmations, etc.], which I believe support my request for a refund.

I would appreciate your attention to this matter and look forward to your prompt response. Please let me know if you need any further information from my side.

Thank you for your understanding.

Sincerely,

[Your Name]