

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

Dear [Customer Service/Specific Contact Name],

Subject: Request for Refund Under Consumer Rights Act

I am writing to formally request a refund for [product/service name], which I purchased on [purchase date] from [purchase location/website]. My order number is [order number].

The product/service is [briefly describe the issue, e.g., faulty, not as described, etc.]. As per the Consumer Rights Act, I am entitled to a refund due to [mention relevant grounds, e.g., not of satisfactory quality, not fit for purpose, etc.].

I kindly ask that you process my refund to my original payment method as soon as possible. Attached are copies of my receipt and any relevant documentation for your reference.

Please confirm receipt of this letter and let me know the next steps in processing my refund.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]