

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

Customer Service

[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Refund Request for JBL Speaker

Dear Customer Service,

I hope this message finds you well. I am writing to formally request a refund for my JBL speaker, model [Model Number], which I purchased on [Purchase Date] from [Retailer Name/Website].

Unfortunately, the product has [briefly explain the issue, e.g., not functioned as expected, has defects, etc.]. I have enclosed a copy of my receipt and any relevant information related to my purchase.

According to your refund policy, I believe I am eligible for a full refund. I would appreciate your prompt assistance in this matter.

Thank you for your attention to this request. I look forward to your response.

Sincerely,

[Your Name]