

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

Customer Service

JB Hi-Fi

[Store Address or Online Customer Service Address]

[City, State, Zip Code]

Dear Customer Service Team,

Subject: Request for Refund for [Product Name/Description]

I hope this message finds you well. I am writing to formally request a refund for [Product Name/Model Number], which I purchased on [Purchase Date] from [Store Location/Online].

Unfortunately, the item has not met my expectations due to [reason for refund request, e.g., it was defective, it did not match the description, etc.]. I have attached a copy of my receipt and any relevant documentation to support my claim.

According to your return policy, I am eligible for a full refund. I would appreciate your prompt attention to this matter and would like to know how to proceed with the return process.

Thank you for your assistance. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]