

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

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

Subject: Request for Refund

Dear [Recipient's Name],

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

Unfortunately, [briefly explain the reason for the refund request, e.g., the product was defective, the service was not as promised, etc.].

According to your refund policy, I believe I am eligible for a full refund of [amount]. Please find attached [any relevant documents, such as receipts, order confirmations, etc.].

I would appreciate your prompt attention to this matter and look forward to your reply.

Thank you for your cooperation.

Sincerely,

[Your Name]