

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally request a refund for [briefly describe the product or service] purchased on [purchase date], with order number [order number]. Unfortunately, [explain reason for the refund request, e.g., the product was defective, not as described, etc.].

According to your returns policy, I am entitled to a refund, and I have included [mention any necessary documentation, such as receipts or order confirmations] for your reference.

I would appreciate your prompt attention to this matter and would like to know the next steps in the refund process.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Position (if applicable)]
[Your Company Name (if applicable)]