

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

Dear [Customer Service/Manager's Name],
I am writing to formally request a refund for [product/service name] that I purchased on [purchase date], with order number [order number]. Unfortunately, [brief explanation of the issue - e.g., the item was defective, not as described, etc.]. According to your refund policy, I believe I am eligible for a full refund. I have attached a copy of my receipt and any other relevant documentation for your review. Please let me know how to proceed with the refund process. I appreciate your prompt attention to this matter.
Thank you.
Sincerely,
[Your Name]