

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

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

Subject: Refund Request for [Order Number/Description of Purchase]

Dear [Customer Service/Specific Contact Name],

I hope this message finds you well. I am writing to formally request a refund for [describe the product/service--e.g., "the shoes I purchased on [purchase date]"], with the order number [insert order number].

Unfortunately, [briefly explain the reason for the refund request--e.g., "the shoes were the wrong size" or "the item was defective"].

According to your refund policy, I believe that I am entitled to a full refund of [amount].

I have included [mention any supporting documents--e.g., "a copy of my receipt" or "photos of the defect"] for your review.

I appreciate your prompt attention to this matter and look forward to your response. Please let me know if you need any further information.

Thank you for your assistance.

Sincerely,
[Your Name]