

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

Dear [Recipient Name],

Subject: Request for Refund

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

Unfortunately, [briefly explain the reason for the refund, e.g., the item was defective, service was not as described, etc.]. According to your refund policy, I believe I am eligible for a full refund.

I have attached [any necessary documentation, such as receipts or photos] to support my claim. I kindly request that the refund be processed to my original payment method within [specific time frame if applicable].

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Name]