

[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 am writing to formally request a refund for [describe the product/service] that I purchased on [purchase date]. My order number is [order number].

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

According to your refund policy, I believe I am eligible for a refund. I have attached copies of my receipt and any relevant documentation for your reference.

Please let me know how to proceed with the refund process. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,
[Your Name]