

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

[Recipient's Name]
[Company/Organization Name]
[Company 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 [describe the product/service] that I purchased on [purchase date]. The order number is [order number].

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

According to your refund policy, I believe I am eligible for a return and would appreciate your assistance in processing this request. I have attached copies of my receipt and any relevant correspondence regarding this matter.

Please let me know if you require any further information. I look forward to your prompt response and to resolving this issue amicably.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]