

[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 hope this letter finds you well. I am writing to formally request a refund for [specific product/service] that I purchased on [purchase date]. Unfortunately, [brief explanation of the issue, e.g., the product was defective, the service was not as described, etc.].

According to your return policy, I believe I am eligible for a refund. I have attached [any supporting documents, e.g., receipt, photos, correspondence] for your reference. The total amount to be refunded is [amount].

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

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]