

[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],
Subject: Request for Refund

I am writing to formally request a refund for [briefly describe the product/service] which I purchased on [purchase date] with the order number [order number].

Despite my expectations, I encountered the following issues: [briefly explain the problems]. Due to these issues, I believe a full refund is warranted.

According to your refund policy, I am eligible for a refund, and I have attached relevant documents, including [mention any attached documents, e.g., receipts, warranty, correspondence].

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,
[Your Name]