

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

Dear [Customer Service>Returns Department],

I am writing to request a refund for a recent purchase I made on [Purchase Date], with order number [Order Number]. Unfortunately, the item does not meet my expectations due to [reason for refund, e.g., defective product, incorrect size, etc.].

According to your return policy, I understand that I am eligible for a full refund within [number of days] days of purchase. I have included a copy of my purchase receipt and any necessary documents for your reference.

Please let me know how to proceed with the return process. I appreciate your prompt attention to this matter and look forward to your reply.

Thank you for your understanding.

Sincerely,  
[Your Name]