

[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],

Subject: Refund Request for Defective Item

I am writing to formally request a refund for a defective item I purchased from your store on [purchase date]. The item, [item name or description], was purchased under the order number [order number]. Upon receiving the item on [delivery date], I noticed that it [describe the defect or issue]. I have attached a copy of my receipt and any relevant documentation for your reference.

According to your return policy, I believe I am eligible for a full refund. I kindly ask that you process my request at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]