

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a refund for [product/service name] that I purchased on [purchase date] with the order number [order number]. Unfortunately, [briefly explain the reason for the refund request, e.g., the product was defective, not as described, etc.].

According to your return policy, I believe I am eligible for a refund, and I have attached [mention any relevant documents such as receipts, order confirmations, etc.].

I would appreciate your assistance in processing this refund as soon as possible. Please let me know if you need any further information from my side.

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

Sincerely,
[Your Name]