

[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 message finds you well. I am writing to formally request a partial refund for [describe the product/service, including order number and date of purchase].

Upon receiving/experiencing [product/service], I encountered several issues, specifically [briefly describe the issues or reasons for the partial refund request]. As a result, I believe a partial refund of [specify the amount] would be appropriate under the circumstances.

I have attached [include any relevant documentation or receipts] to support my request. I would appreciate your prompt attention to this matter and look forward to a resolution.

Thank you for your understanding.

Sincerely,

[Your Name]