

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

Dear [Customer Service Department/Specific Contact Name],
I am writing to formally request a refund for [product/service name] that I purchased on [purchase date] with order number [order number].
Unfortunately, [brief explanation of the reason for the refund request, e.g., the product was defective, the service was not as described, etc.].
According to your refund policy, I believe I am eligible for a refund. I have attached copies of my receipt and any relevant documentation to support my request.

I appreciate your attention to this matter and look forward to a prompt resolution. Please let me know if you require any further information.

Thank you for your assistance.

Sincerely,
[Your Name]