

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

Dear [Recipient's Name or Customer Service Department],

Subject: Request for Refund

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 order number [order number].

Unfortunately, [briefly explain the reason for the refund request, e.g., the item was defective, unsatisfactory service, etc.]. According to your refund policy, I believe I am entitled to a refund.

I have attached [mention any supporting documents, e.g., receipts, photos of the product, correspondence] for your reference.

Please let me know how to proceed with this refund request. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]