

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

Dear [Customer Service/Specific Contact Name],  
I hope this message finds you well. I am writing to formally request a refund for my recent purchase of [Product/Service Name] made on [Purchase Date], with order number [Order Number].

Unfortunately, [briefly explain the reason for the refund request, e.g., the product was defective, it did not meet your expectations, etc.]. According to your refund policy, I believe I am eligible for a full refund.

Please find attached copies of the relevant documents including my receipt and any correspondence related to this matter.

I appreciate your prompt attention to this issue and look forward to your response.

Thank you for your assistance.

Sincerely,  
[Your Name]