

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

[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Request for Refund

Dear [Company Customer Service/Specific Contact Name],  
I am writing to formally request a refund for [product/service name],  
which I purchased on [purchase date] from [purchase location or website].  
The order number is [order number].

The reason for my request is [briefly explain the reason for the refund,  
e.g., defective product, service not as described, etc.]. According to  
your refund policy, I believe I am entitled to a full refund.

I have attached [mention any relevant documents, such as receipts, order  
confirmations, or images of the product, if applicable] to support my  
request.

I would appreciate your prompt attention to this matter and look forward  
to your response. Please process my refund to the original payment method  
used for the purchase.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]