

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

Customer Service

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

Subject: Refund Request for Order #[Order Number]

Dear Customer Service,

I hope this message finds you well. I am writing to formally request a refund for an item I purchased from your store on [Purchase Date] with the order number #[Order Number].

The item, [Item Description], was received on [Delivery Date], but unfortunately, [briefly explain the reason for the refund request, e.g., it was defective, not as described, etc.].

According to your return policy, I believe I am eligible for a refund. I have attached a copy of my receipt and any other relevant documentation for your reference.

Please let me know how to proceed with the return and refund process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]