

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a refund for [product/service name], which I purchased on [purchase date]. Unfortunately, [brief explanation of the issue, e.g., the product was defective, the service was not as described, etc.].

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

I would appreciate your prompt attention to this matter and look forward to your response. Thank you for your assistance.

Sincerely,  
[Your Name]