

Refund Request for Delayed Shipment

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally request a refund for my order (Order ID: [Insert Order ID]) placed on [Insert Order Date]. According to your shipping policy, the expected delivery date was [Insert Expected Delivery Date], but the package has not yet arrived as of today, [Insert Today's Date].

I understand that unforeseen circumstances can occur, but the delay in this shipment has caused me significant inconvenience. As per your policy regarding delayed shipments, I believe I am entitled to a refund.

I kindly ask you to process the refund to my original payment method at your earliest convenience. Please let me know if you need any further information to expedite this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]