

# Refund Request for Product Not as Described

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request a refund for the product I purchased on [Insert Purchase Date], with order number [Insert Order Number]. The item, [Insert Product Name], was advertised as [Insert Description] but upon receipt, I found it to be [Insert Actual Condition or Description].

According to your return policy, I am entitled to a full refund under these circumstances. I have attached a copy of my receipt as well as photographs of the product for your reference.

Please let me know how to proceed with the return and refund process. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]