

Dear [Recipient's Name],

I hope this message finds you well. I am writing to respectfully request a refund adjustment for my recent purchase of [Product/Service Name] made on [Purchase Date], with the order number [Order Number].

Unfortunately, I encountered [briefly explain the issue or reason for the refund request]. I understand that your policy allows for adjustments under certain circumstances, and I believe that my situation qualifies for consideration.

I would greatly appreciate it if you could review my case and process an adjustment at your earliest convenience. Please let me know if you require any further information or documents to facilitate this request.

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

Sincerely,

[Your Name]

[Your Contact Information]