

Refund Request for Damaged Product

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Team/Specific Name],

I am writing to formally request a refund for a damaged product that I received from your company. The details of the order are as follows:

- Order Number: [Insert Order Number]
- Product Name: [Insert Product Name]
- Purchase Date: [Insert Purchase Date]

Upon receiving the product, I found it to be [describe the damage, e.g., "broken" or "not functioning as intended"]. I have attached photographs for your reference.

According to your return policy, I understand that I am eligible for a full refund. I kindly request that you initiate the refund process at your earliest convenience.

Thank you for your attention to this matter. I look forward to resolving this issue promptly.

Sincerely,

[Your Name]