

Request for Refund

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a refund for my recent order (Order Number: [Insert Order Number]) placed on [Insert Order Date], which has not been delivered as promised.

According to the tracking information, my order was scheduled to arrive on [Insert Expected Delivery Date]. However, as of today, [Insert Current Date], I have yet to receive the shipment. This delay has caused me considerable inconvenience.

As per your company's policy on delayed deliveries, I would like to request a full refund of the amount paid for this order. I believe this request aligns with your commitment to customer satisfaction.

Please let me know the process for obtaining the refund. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]