Request for Return and Refund

Date: [Insert Date]

To,

Customer Service Team

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request a return and refund for my recent purchase with order number [Insert Order Number], which was delivered on [Insert Delivery Date]. Unfortunately, the item [Insert Item Name/Description] did not meet my expectations due to [Insert Reason: e.g., defective item, wrong item sent, etc.].

According to your return policy, I am eligible for a full refund within [Insert Time Frame for Returns] days of receiving the product. I have attached a copy of my receipt for your reference.

Please let me know the next steps to return the item and receive my refund. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]