

# Refund Escalation Request

**Your Name**

Your Address

City, State, Zip Code

Email: your.email@example.com

Phone: (123) 456-7890

**Date:** [Insert Date]

**Customer Service Department**

[Company Name]

[Company Address]

City, State, Zip Code

Dear Customer Service Team,

I am writing to formally escalate my refund request for [Product/Service Name] purchased on [Purchase Date]. My order number is [Order Number]. Despite my previous correspondence and attempts to resolve this issue, I have yet to receive a response or the requested refund.

As stated in your refund policy, I am entitled to a full refund under the given circumstances. I kindly request your immediate attention to this matter and look forward to a prompt resolution.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]