

Partial Refund Request for Order #123456

Dear [Customer Service Team/Specific Name],

I hope this message finds you well. I am writing to formally request a partial refund for my recent purchase, Order #123456, placed on [Order Date]. Unfortunately, I did not receive the complete order as expected.

Details of the incomplete order:

- Item 1: [Name of the item] - Status: Received
- Item 2: [Name of the item] - Status: Not received

As per your policy, I believe I am eligible for a refund for the item(s) that were not delivered. I would appreciate it if you could process a partial refund of [Refund Amount] at your earliest convenience.

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

Best regards,

[Your Name]

[Your Contact Information]