

Product Return and Refund Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Dear Customer Service Team,

I am writing to request a return and refund for the [Product Name] that I purchased on [Purchase Date]. Unfortunately, I am dissatisfied with the product due to [reason for dissatisfaction, e.g., it did not meet my expectations, it was defective, etc.].

My order number is [Order Number], and I have attached copies of the receipt and any relevant documentation.

I would appreciate it if you could guide me through the return process and confirm when I can expect my refund. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]