

# Refund Inquiry for Delayed Product Delivery

Your Name: [Your Name]

Your Address: [Your Address]

City, State, ZIP: [City, State, ZIP]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

Customer Service Team,

[Company Name]

[Company Address]

City, State, ZIP: [City, State, ZIP]

Subject: Request for Refund Due to Delayed Delivery

Dear Customer Service Team,

I am writing to inquire about a refund for my order [Order Number], placed on [Order Date]. According to the initial delivery date, I was expecting to receive the product by [Expected Delivery Date]. However, as of today's date, the product has not yet been delivered.

As per your company's refund policy, I would like to formally request a refund for this order. The delay in delivery has caused significant inconvenience, and I believe this course of action is both fair and justified.

I would appreciate your prompt attention to this matter and look forward to your response regarding the next steps in processing my refund.

Thank you for your understanding.

Sincerely,

[Your Name]