

Refund Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager],

I am writing to formally request a refund for [describe the product/service] that I purchased on [purchase date] with the order number [order number]. Unfortunately, [explain the reason for the refund request].

I have attached a copy of my receipt and any other relevant documents for your reference.

According to your refund policy, I believe I am entitled to a full refund. I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]