

Refund Delay Escalation

To Whom It May Concern,

I am writing to formally escalate the issue regarding the delay in processing my refund for order number **[Order Number]**. I initiated the refund request on **[Date]**, and despite following up multiple times, I have not received a satisfactory response or resolution.

According to the company's policy, refunds should be processed within **[Number of Days]** days; however, it has now been **[Number of Days Late]** days since my request. I appreciate your attention to this matter but am disappointed with the lack of communication regarding the status of my refund.

I kindly request that this matter be escalated and that I receive an update on the progress of my refund as soon as possible. Your prompt response would be greatly appreciated.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Address]
[Your Email]
[Your Phone Number]