

Grievance Redressal for Refund Request

Your Name: [Your Name]

Your Address: [Your Address]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

To,
Customer Service Department
[Company Name]
[Company Address]

Subject: Request for Grievance Redressal - Refund Request

Dear Sir/Madam,

I am writing to formally lodge a grievance regarding my refund request for the order [Order Number] placed on [Order Date]. Despite multiple attempts to resolve this matter over the phone and via email, I have not received a satisfactory response.

Details of the issue are as follows:

- **Product Name:** [Product Name]
- **Order Amount:** [Order Amount]
- **Reason for Refund:** [Brief explanation of why refund is requested]

According to your return policy, I am eligible for a full refund within [X days] of receipt of the product. However, [describe any delays or issues faced].

I kindly request that you expedite the processing of my refund and provide me with a confirmation at your earliest convenience. I look forward to your prompt attention to this matter.

Thank you for your assistance.

Sincerely,
[Your Name]