

Request for Refund

[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's Name],

I am writing to formally request a refund for a damaged item I purchased on [purchase date] from [store name or website]. The order number is [order number].

The item, [describe the item], arrived on [arrival date] and was found to be [describe the damage]. I have attached photos of the damage for your reference.

Per your refund policy, I would like to request a full refund to my original payment method. Please let me know if you require any further information or documentation.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Name]