

Demand for Refund

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a refund for a shipment that has been lost in transit. The order number is [Insert Order Number], and it was placed on [Insert Order Date]. Despite my previous attempts to track the shipment, I have received no updates regarding its status.

According to your shipping policy, I am entitled to a refund for items that have not been delivered within the promised timeframe. Therefore, I am requesting a full refund of [Insert Amount]. Please process this refund to my original payment method at your earliest convenience.

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

Sincerely,

[Your Name]