

Refund Request for Returned Product

Your Name: [Your Name]

Your Address: [Your Address]

Your Email: [Your Email]

Your Phone Number: [Your Phone Number]

Date: [Date]

Customer Service Department

[Company Name]

[Company Address]

Dear Customer Service,

I am writing to formally request a refund for a product that I returned on [Return Date]. The details of the product are as follows:

- Order Number: [Order Number]
- Product Name: [Product Name]
- Reason for Return: [Reason]

According to your return policy, I am eligible for a full refund as the product was returned within the stipulated time frame and in its original condition.

I would appreciate it if you could initiate the refund process at your earliest convenience. If there are any further details you need, please do not hesitate to contact me via email or phone.

Thank you for your attention to this matter.

Sincerely,

[Your Name]