

Request for Refund on Missing Delivery

Date: [Insert Date]

To,

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a refund for a delivery that has not yet arrived. My order number is [Insert Order Number], placed on [Insert Order Date]. The expected delivery date was [Insert Expected Delivery Date], but as of today, [Insert Current Date], I have not received my order.

Despite my attempts to track the package and reach out to your customer support, I have not received any updates regarding the missed delivery. I would appreciate your prompt attention to this matter and request a full refund of [Insert Amount] at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]