Refund Request

Date: [Insert Date]

To,

Customer Service

[Company Name]

[Company Address]

Subject: Request for Refund - Order #[Order Number]

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally request a refund for my recent purchase from your online store. The details of the order are as follows:

- Order Number: [Order Number]
- Item Description: [Item Name]
- Purchase Date: [Purchase Date]
- Amount Paid: [Amount]

Unfortunately, the item did not meet my expectations due to [reason for refund, e.g., defect, wrong item sent, etc.].

In accordance with your return policy, I have attached all required documents along with this letter, including the receipt and any related correspondence.

I would appreciate it if you could process this refund at your earliest convenience. Please let me know if you require any additional information.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]