

Refund Request for Late Delivery

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a refund for my recent order ([Order Number]), which was scheduled for delivery on [Original Delivery Date] but was not delivered until [Actual Delivery Date].

According to your delivery policy, I understand that timely delivery is a priority, and I was disappointed to encounter this delay. Given the circumstances, I believe a refund is warranted as compensation for the inconvenience caused.

Please let me know the steps I need to take to process this refund. I look forward to your prompt response to this matter.

Thank you for your attention.

Sincerely,

[Your Name]