

Refund Request for Satisfaction Guarantee

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Team/Specific Contact Name],

I am writing to formally request a refund for [Product Name/Service], which I purchased on [Purchase Date] through [Purchase Method/Website]. My order number is [Order Number].

Unfortunately, the product/service did not meet my expectations due to [briefly explain the reason - e.g., it was defective, not as described, etc.]. As outlined in your satisfaction guarantee policy, I would like to request a full refund.

For your reference, I have attached copies of my original receipt and any other relevant documentation.

I would appreciate your prompt attention to this matter. Please let me know if you need any further information to process my request.

Thank you for your assistance.

Sincerely,

[Your Name]