Request for Refund

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request a refund for an electronic product I purchased from your store on [Purchase Date]. The item, [Product Name and Model], has not met my expectations due to [briefly explain the issue, e.g., functionality problems, defective components, etc.].

I have attached a copy of my receipt and any relevant documentation for your reference. According to your return policy, I believe I am eligible for a refund and would appreciate your prompt attention to this matter.

Thank you for your assistance. I look forward to your response.

Sincerely,

[Your Name]