

Request for Refund Due to Missing Order

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally request a refund for my recent order, which has not been received. The order number is [Insert Order Number], placed on [Insert Order Date]. Despite the provided tracking information, my order has not arrived as expected.

I have made several attempts to resolve this issue, including contacting your customer service team on [Insert Dates of Contact]. However, I have not received a satisfactory response or resolution.

Given the circumstances, I kindly request a full refund of [Insert Amount] for the missing order. I look forward to your prompt attention to this matter and resolution of my refund request.

Thank you for your understanding.

Sincerely,

[Your Name]