

Refund Request Appeal

Date: [Insert Date]

To: [Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I am writing to formally appeal the recent decision regarding my refund request for [Product/Service Name], with order number [Order Number]. I understand that my request was denied for the following reasons: [List Reasons].

However, I would like to present additional information that I believe warrants reconsideration of my request. [Explain your reasoning, providing any evidence or details that support your case.]

My expectation is based on [mention any company policies, guarantees, or past experiences]. I have always valued your products/services and hope to resolve this matter amicably.

I kindly ask you to review my appeal and consider issuing a full refund. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]