

Formal Appeal Against Refund Rejection

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal the rejection of my refund request submitted on [insert date of initial request]. My order number is [insert order number].

Despite following all required procedures, my refund was denied due to [insert reason provided for rejection]. I respectfully disagree with this decision for the following reasons:

[Insert your arguments supporting the appeal, any relevant evidence, and clarify why you believe the refund should be granted.]

Given these circumstances, I kindly request that you reconsider my appeal. I believe that a full refund is warranted based on [reiterate your key points].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]