

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally dispute the recent rejection of my refund request for [Product/Service Name] purchased on [Purchase Date] with the order number [Order Number]. Despite my initial communication detailing the reasons for the refund request, I was informed on [Date of Rejection] that my request was denied.

The reasons provided for the denial do not seem to align with the circumstances surrounding my case. [Briefly explain your reasoning and any relevant facts or evidence supporting your position.]

I kindly request a reevaluation of my refund request in light of this additional information. I believe that a fair resolution can be reached, and I would appreciate a response by [Date]. If necessary, I am willing to provide further documentation to support my claim.

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

Sincerely,
[Your Name]