

Request for Reconsideration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Request for Reconsideration of Refund Denial

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reconsideration of the recent denial of my refund request for [mention product/service] purchased on [purchase date]. My order number is [insert order number].

After reviewing the denial notice dated [insert date of denial notice], I believe there may have been a misunderstanding regarding [briefly explain the reason for the initial refund request]. I have attached relevant documentation that supports my claim, including [list any documents, receipts, or correspondence].

I kindly ask you to review my case again, as I believe that I qualify for a refund based on [mention specific policy or terms]. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]