

Subject: Concern Regarding Refund Process Delay

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to express my concern regarding the delay in the refund process for the appliance I purchased from your store on [Insert Purchase Date]. The order number for this transaction is [Insert Order Number].

Despite my previous communications and the assurance I received regarding the processing of my refund, I have yet to see any progress. As per your policy, I understand that refunds are typically processed within [Insert Timeframe] days, and it has now been [Insert Duration] days since my initial request.

This situation is quite concerning for me, and I would greatly appreciate your immediate attention to this matter. I kindly request an update on the status of my refund and any necessary steps I may need to take to expedite the process.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]