

# Request for Refund

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I am writing to formally assert my rights regarding the refund process for the order #[Insert Order Number] placed on [Insert Order Date]. I believe that I am entitled to a refund due to [briefly state the reason, e.g., defective item, wrong item sent, etc.].

As per [cite the relevant policy or law], I am requesting a full refund of [insert amount] for the following reasons:

- [Reason 1]
- [Reason 2]
- [Reason 3]

I have attached copies of relevant documents, including [list documents, e.g., receipts, correspondence, etc.], that support my claim.

Please process my refund to [insert refund method, e.g., original payment method or another method] within [insert a reasonable time frame, e.g., 14 days]. I appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]