

Request for Product Refund

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip Code: [City, State, Zip Code]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

To:

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service/Return Department],

I am writing to formally request a refund for the product I purchased on [Purchase Date]. The details of my purchase are as follows:

- Product Name: [Product Name]
- Order Number: [Order Number]
- Purchase Amount: [Purchase Amount]

Unfortunately, the product did not meet my expectations due to [reason for refund request]. I have attached a copy of my receipt and any relevant documentation for your reference.

I kindly ask that you process this refund at your earliest convenience. Please confirm the status of my request via email or phone.

Thank you for your attention to this matter.

Sincerely,

[Your Name]