

# Refund Demand for Delayed Shipment

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

Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally request a refund for my recent order ([Order Number]) placed on [Order Date], which was scheduled to be delivered on [Original Delivery Date]. Unfortunately, the shipment has been delayed, and I have yet to receive the items.

According to your policy, I am entitled to a full refund due to the failure to deliver within the agreed timeframe. I kindly ask you to process the refund of [Amount] to my original payment method as soon as possible.

Please confirm receipt of this request and let me know the next steps in the refund process. I look forward to your prompt response.

Thank you for addressing this matter.

Sincerely,  
[Your Name]