

# Refund Request for Unsatisfactory Purchase

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager/Specific Name if available],

I am writing to formally request a refund for my recent purchase of [Product Name/Item Description] ordered on [Order Date] with order number [Order Number]. Unfortunately, the product did not meet my expectations due to [briefly explain reason for dissatisfaction, e.g., defective item, wrong item received, etc.].

According to your return policy, I believe that I am eligible for a full refund of [insert amount] for the unsatisfactory purchase. I have attached a copy of my receipt along with any relevant documentation for your review.

Please let me know how to proceed with the return process. I would appreciate your prompt attention to this matter, and I look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]