

Request for Expedient Refund Resolution

Your Name: [Your Name]

Your Address: [Your Address]

Email: [Your Email]

Phone: [Your Phone Number]

Date: [Today's Date]

To:

[Company Name]

[Company Address]

Subject: Appeal for Expedient Refund Resolution

Dear [Recipient's Name],

I am writing to formally appeal for an expedient resolution regarding the refund of my order [Order Number], placed on [Order Date]. Despite my previous correspondence and the outlined circumstances, I have yet to receive a satisfactory response or resolution.

The issue arose from [briefly explain the reason for the refund request], which has caused significant inconvenience. I complied with all the necessary procedures on my side and expected a prompt resolution.

Given the duration since my initial request, I kindly urge you to expedite the refund process. Your swift attention to this matter would be greatly appreciated.

Thank you for your understanding. I look forward to your prompt response.

Sincerely,

[Your Name]