

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

Customer Service Department
Company Name
Company Address
City, State, ZIP Code

Dear Customer Service Team,

I am writing to express my dissatisfaction with the slow refund processes I have experienced with your company. On [insert date], I initiated a refund request for [insert details of purchase]. Despite my adherence to your guidelines and repeated follow-ups, I have yet to receive any confirmation or update on the status of my refund.

The prolonged delay is not only frustrating but also inconvenient, as I had expected a more efficient response based on your advertised customer service standards. I kindly urge you to expedite my refund and provide a clear timeline for when I can expect to receive my money back.

Thank you for your immediate attention to this matter. I look forward to your prompt response.

Sincerely,
Your Name