

# Grievance Letter Regarding Refund Delay

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 formally express my grievance regarding the delay in processing my refund for order #123456, placed on [Order Date]. Despite following up several times, I have yet to receive my refund, which was promised to be processed within [Expected Time Frame].

This experience has caused me significant inconvenience, as I had relied on the timely refund for my [mention reason for urgency if applicable]. I kindly request that you expedite the processing of my refund and provide me with an update on the status at your earliest convenience.

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

Sincerely,  
Your Name