

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my objection regarding the excessive delay in the processing of my refund for [product/service] purchased on [purchase date]. According to your refund policy, I was expecting to receive my refund within [expected time frame], but as of today, I have not yet received it.

This delay has caused me [mention any inconvenience caused], and I believe it is necessary to address this issue promptly. I kindly request that you provide an update on the status of my refund and expedite the process if possible.

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

Sincerely,

[Your Name]