

Request for Urgent Resolution on Delayed Refund

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an urgent resolution regarding my delayed refund for [provide details about the purchase or transaction]. I initially requested this refund on [insert date], but as of today, I have yet to receive it.

Despite my previous communications, the issue remains unresolved, causing considerable inconvenience. I kindly urge you to investigate this matter swiftly and provide me with a status update on my refund.

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

Sincerely,

[Your Name]