

Request for Refund

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to formally request a refund for my recent purchase (Order Number: [Insert Order Number]) made on [Insert Purchase Date].

Unfortunately, the product did not meet my expectations due to [briefly explain the issue, e.g., 'it was defective,' 'not as described,' etc.].

According to your return policy, I am eligible for a full refund within [insert timeframe] days of receipt. I have attached all relevant documents, including my order confirmation and any photographs of the product.

Please let me know the steps I need to take to initiate the refund process. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]