

Refund Request for Non-Delivery of Goods

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Customer Service/Refund Department],

I am writing to formally request a refund for the order I placed on [Order Date] with order number [Order Number]. According to the tracking information, the goods were supposed to arrive by [Expected Delivery Date]; however, they have not been delivered as of today.

Despite my attempts to reach out regarding the status of my order, I have not received a satisfactory update. As per your refund policy, I would like to request a full refund of the amount paid, totaling [Amount].

I appreciate your prompt attention to this matter and look forward to resolving it swiftly. Please let me know if you require any additional information to process my request.

Thank you for your assistance.

Sincerely,

[Your Name]