

# Refund Request Letter

Your Name: [Your Name]

Your Address: [Your Address]

Your Email: [Your Email]

Your Phone Number: [Your Phone Number]

Date: [Date]

## **To:**

Customer Service

Company Name: [Company Name]

Company Address: [Company Address]

## **Subject: Request for Refund**

Dear Customer Service,

I am writing to formally request a refund for my recent online purchase (Order Number: [Order Number]) made on [Purchase Date]. Unfortunately, the item did not meet my expectations due to [reason for refund, e.g., defective item, wrong size, etc.].

According to the company's refund policy, I believe I am eligible for a refund. I have attached all necessary documents, including the order confirmation and any relevant correspondence.

I would appreciate your assistance in processing this refund at your earliest convenience. If you need any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]