

Refund Request for Delayed Delivery

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Company Name

Company Address
City, State, Zip Code

Dear [Customer Service Team/Manager's Name],

I am writing to formally request a refund for my recent order, #[Order Number], which was scheduled for delivery on [Original Delivery Date] but has not yet arrived. The package was expected to arrive within the specified timeframe, and the delay has caused considerable inconvenience.

According to the tracking information, the last update indicated that the package was [Last Known Location or Status]. As of today, the package is [Number of days/weeks] overdue. I have made several attempts to reach out for updates, but I have not received a satisfactory resolution.

Given the circumstances, I believe I am entitled to a full refund of the purchase price. Please let me know the next steps in processing this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,
[Your Name]