

Dear [Customer Service Team/Specific Name],

I hope this message finds you well. I am writing to formally request a refund for my recent order [Order Number] placed on [Order Date] through your website.

Unfortunately, the product [Product Name] did not meet my expectations due to [reason for refund, e.g., it was faulty, not as described, etc.]. I have attached relevant documents including the receipt and photographs of the product for your review.

Per your refund policy, I kindly request that my refund be processed to the original payment method. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Address]
[Your Email Address]
[Your Phone Number]