

Refund Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Customer Service Manager's Name],

I am writing to formally request a refund for my recent purchase of [Product/Service Name] on [Purchase Date]. Unfortunately, my experience with your customer service has not met my expectations, and I believe a refund is warranted.

Details of my order are as follows:

- Order Number: [Order Number]
- Purchase Date: [Purchase Date]
- Amount Paid: [Amount]

My reasons for requesting a refund include:

1. [Reason 1]
2. [Reason 2]
3. [Reason 3]

I hope for a prompt response and resolution to this matter. Please let me know if you require any further information.

Thank you for your attention to this request. I look forward to your swift reply.

Sincerely,

[Your Name]