

Request for Refund

Date: [Insert Date]

To,

Customer Service

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request a refund for my recent online shopping order, which was placed on [Insert Order Date]. The order number is [Insert Order Number].

Unfortunately, the item(s) received did not meet my expectations due to [briefly explain the reason, e.g., wrong item, defective product, etc.]. According to your return policy, I understand that I am eligible for a refund under these circumstances.

I have attached a copy of my order confirmation and any necessary documentation supporting my request for your reference.

Thank you for your attention to this matter. I would appreciate a prompt response and guidance on the next steps for the refund process.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]