

Refund Request

Date: [Insert Date]

To: [E-commerce Company Name]

Customer Service Department

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request a refund for my recent purchase (Order Number: [Insert Order Number]), made on [Insert Purchase Date]. Unfortunately, the product (Product Name) did not meet my expectations because [briefly explain the reason, e.g., it was defective, not as described, etc.].

According to your return policy, I am eligible for a refund, and I have returned the item to your facility as per the guidelines provided on your website. I have attached a copy of my receipt and any relevant correspondence regarding this matter.

Please let me know if you need any further information to process my refund. I look forward to your prompt attention to this matter and hope to resolve this soon.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]