

Request for Refund Due to Gift Delivery Problems

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request a refund for a gift order I placed on [Order Date] with the order number [Order Number]. Unfortunately, there were significant issues with the delivery of this gift, which was scheduled to be delivered on [Expected Delivery Date].

Despite my previous attempts to resolve this matter through your customer service, the gift has not yet arrived, and I have not received any updates regarding its status. This has caused considerable inconvenience as it was intended for a special occasion on [Occasion Date].

Given these circumstances, I kindly request a full refund for the order. I have attached all relevant documentation, including the order confirmation and any correspondence regarding this issue.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]