

# Request for Refund

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Store/Company Name]

[Store Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request a refund for an item I purchased from your store on [purchase date]. The details of the item are as follows:

- Item Name: [Item Name]
- Order Number: [Order Number]
- Purchase Price: [Price]

Unfortunately, the item did not meet my expectations due to [reason for refund]. I have attached a copy of the receipt and any other relevant documentation for your reference.

According to your return policy, I understand that I am eligible for a refund, and I kindly ask that you process this refund to my original payment method at your earliest convenience.

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

Sincerely,

[Your Name]