

Furniture Delivery Refund Request

Your Name: [Your Name]

Your Address: [Your Address]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

To: [Company Name]

Company Address: [Company Address]

Dear [Customer Service Manager's Name],

I am writing to formally request a refund for a furniture delivery that did not meet my expectations. My order number is [Order Number], and the delivery date was [Delivery Date].

Unfortunately, the item was delivered in [describe the condition or issue with the item, e.g., damaged, incorrect item, etc.]. As per your return policy, I believe I am eligible for a full refund.

I have attached copies of my order confirmation and any photographs that support my claim.

Please let me know the next steps in processing my refund. I hope to resolve this matter promptly.

Thank you for your attention to this issue.

Sincerely,

[Your Name]