

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Customer Service
Company Name
Company Address
City, State, Zip Code

Dear Customer Service Team,

I am writing to formally request a refund for [specific product/service] purchased on [purchase date] with order number [order number]. Unfortunately, I encountered [describe the issue briefly].

According to your refund policy, I believe I am eligible for a refund and I kindly request that the amount of [amount] be returned to my original payment method.

Attached are copies of my receipt and any other relevant documentation for your review.

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

Sincerely,
Your Name