

# Refund Dispute Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Customer Service Department

[Retail Store Name]

[Store Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally dispute a refund that I believe I am entitled to receive for my recent purchase made on [Insert Purchase Date]. The details of the transaction are as follows:

**Order Number:** [Insert Order Number]

**Item Description:** [Insert Item Description]

**Purchase Amount:** [Insert Purchase Amount]

Despite my attempts to resolve this matter through previous communications on [Insert Dates of Previous Communications], I have not received a satisfactory response. As per your store's return policy, I am eligible for a refund under the following circumstances: [Briefly outline reasons for the refund eligibility].

I kindly request that you process my refund of [Insert Amount] to my original payment method at your earliest convenience. Please contact me at the provided phone number or email if you require any further details to expedite this matter.

Thank you for your prompt attention to this issue. I look forward to resolving this matter amicably.

Sincerely,

[Your Name]