

Refund Documentation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to request documentation regarding a refund for the transaction completed on [Insert Transaction Date] for the amount of [Insert Amount].

For your reference, here are the details of the transaction:

- Transaction ID: [Insert Transaction ID]
- Payment Method: [Insert Payment Method]
- Description of Purchase: [Insert Description]

In order to process my refund request, I would appreciate it if you could provide proof of payment along with any documentation regarding the return process.

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

Sincerely,

[Your Name]