

# Letter of Demand for Refund

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Company's Customer Service],

I am writing to formally request a refund for damaged items I purchased from your store on [Purchase Date]. The order number is [Order Number].

Upon receiving my items on [Delivery Date], I discovered that they were [describe the damage briefly]. I have attached photographs for your reference.

As per your return policy, I kindly request a full refund of [Amount]. Please let me know how to proceed with the return and refund process.

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

Sincerely,

[Your Name]