

# Refund Request for Returned Items

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to request a refund for items that I recently returned. The details of my order are as follows:

- Order Number: [Insert Order Number]
- Item(s) Returned: [List Items]
- Return Date: [Insert Return Date]

According to your return policy, I am eligible for a refund as the items were returned within the specified period and in their original condition.

I would appreciate your prompt attention to this request, and I look forward to receiving my refund at your earliest convenience. Please confirm the receipt of this request.

Thank you for your assistance.

Sincerely,

[Your Name]