

# Refund Request for Returned Merchandise

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

Date: [Insert Date]

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

Dear Customer Service Team,

I am writing to request a refund for an item I recently returned. The details of my purchase are as follows:

- Order Number: [Insert Order Number]
- Item Description: [Insert Item Description]
- Purchase Date: [Insert Purchase Date]
- Return Tracking Number: [Insert Tracking Number]

The item was returned on [Insert Return Date], and I followed all return instructions as specified in your return policy. I would appreciate it if you could process my refund at your earliest convenience.

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

Sincerely,  
[Your Name]