

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

Company Name
Company Address
City, State, Zip Code

Dear [Customer Service/Specific Name],

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

Order Number: [Order Number]
Item Description: [Item Description]
Date of Purchase: [Purchase Date]

I have returned the item(s) as per your return policy and have attached the return tracking information for your reference. The item was returned because [reason for return].

I would appreciate it if you could process my refund to my original payment method at your earliest convenience. Please let me know if you require any further information.

Thank you for your assistance in this matter.

Sincerely,
[Your Name]