

Request for Refund

Your Name: [Your Full Name]

Your Address: [Your Street Address]

City, State, Zip Code: [Your City, State, ZIP]

Email: [Your Email Address]

Phone Number: [Your Phone Number]

Date: [Current Date]

To Whom It May Concern,

I am writing to formally request a refund for postal service fees associated with my recent shipment.

Details of the shipment:

- Tracking Number: [Tracking Number]
- Date of Shipment: [Date of Shipment]
- Service Used: [Type of Service Used]

Unfortunately, my shipment was not delivered as promised due to [brief explanation of the issue, e.g., delay, loss, damage], and I believe I am entitled to a refund.

Attached to this letter are copies of all relevant documentation, including my receipt and any correspondence regarding this matter.

I appreciate your attention to this issue and look forward to your prompt response regarding my refund request.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]