

Request for Consumer Refund Assistance

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request assistance in obtaining a refund for [describe the product/service] that I purchased on [purchase date]. Despite my attempts to resolve this issue directly with your customer service team, I have not been able to achieve a satisfactory outcome.

Details of the transaction are as follows:

- Order Number: [Order Number]
- Amount: [Purchase Amount]
- Method of Payment: [Payment Method]

I believe I am entitled to a refund due to [briefly explain reason for refund request, e.g., defective product, service not rendered, etc.]. I have attached copies of relevant documents, including my receipt and any previous correspondence regarding this matter.

I kindly ask that you review my request and assist me in processing this refund promptly. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any additional information.

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

Sincerely,

[Your Name]