

Request for Credit Card Refund

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request a refund for a defective merchandise purchased on [Purchase Date] using my credit card (Last 4 digits: [XXXX]). The item, [Product Name/Description], was received on [Delivery Date] and unfortunately, it has not functioned as expected.

Details of the transaction are as follows:

- Order Number: [Order Number]
- Purchase Amount: [Purchase Amount]
- Payment Method: Credit Card

I have attached copies of my receipt, correspondence regarding this issue, and any supporting documentation for your reference.

Given the circumstances, I kindly ask for the refund to be processed at your earliest convenience. Please let me know if you need any further information from my end to expedite this process.

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

Sincerely,

[Your Name]