

Refund Request

Dear [Merchant's Name/Customer Service],

I hope this message finds you well. I am writing to formally request a refund for my recent purchase made on [Purchase Date] for the item [Item Description] with Order Number [Order Number].

Unfortunately, the item did not meet my expectations due to [briefly explain the issue, e.g., it was defective, not as described, etc.]. I have attached any relevant documentation, including receipts and photographs.

According to your refund policy, I believe I am eligible for a refund under these circumstances. I kindly ask that you process this refund to my original payment method at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Contact Information]