

Refund Request Letter

Your Name: [Your Name]

Your Address: [Your Address]

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

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Current Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a refund for [Product/Service] that I purchased on [Purchase Date]. Unfortunately, due to a recent health setback, I am unable to utilize the product/service as intended.

In light of my circumstances, I would greatly appreciate your consideration of my request for a full refund. I have attached relevant documents supporting my health condition, along with a copy of my purchase receipt for your reference.

Thank you for your understanding and assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]