

Refund Request Due to Unforeseen Illness

Your Name: [Your Name]

Your Address: [Your Address]

Your Email: [Your Email]

Your Phone Number: [Your Phone Number]

Date: [Date]

To,

[Recipient's Name]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I am writing to formally request a refund for [the product/service] purchased on [purchase date], due to an unforeseen illness that has hindered my ability to utilize it.

Due to [brief explanation of illness], I am unable to [explain how illness affects usage]. I have attached all relevant documentation, including a medical certificate, to support my request.

According to your refund policy, I believe I am eligible for a full refund. I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for your understanding.

Sincerely,

[Your Name]