

Invoice Refund Request

Date: [Insert Date]

To,

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Invoice Refund for Returned Goods

Dear [Recipient's Name],

I am writing to formally request a refund for the goods that I purchased from your company as per Invoice #[Invoice Number] dated [Invoice Date]. Unfortunately, these items did not meet my expectations due to [brief explanation of the reason for return, e.g., defects, incorrect item, etc.].

The details of the returned goods are as follows:

- Item Description: [Item Name]
- Quantity: [Number]
- Amount: [Amount]

I have enclosed a copy of the original invoice and any relevant documentation for your review. I would appreciate it if you could process the refund to my original method of payment at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]