Invoice Refund Application for Product Return

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request a refund for a product I purchased from your company on [Purchase Date]. The details of the order are as follows:

- Order Number: [Order Number]
- Product Name: [Product Name]
- Purchase Price: [Purchase Price]

Unfortunately, the product did not meet my expectations due to [reason for return]. I have attached a copy of the invoice and any relevant documentation to support my request.

I would appreciate your prompt attention to this matter and look forward to receiving the refund as soon as possible. Please inform me of the next steps in the process.

Thank you for your understanding.

Sincerely,

[Your Name]