

Invoice Refund Demand

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a refund for an unfulfilled order, which was placed on [Order Date] under the invoice number [Invoice Number]. The order consisted of [Brief Description of Items Ordered].

As of today, I have yet to receive the items, despite my previous inquiries regarding the status of my order. This situation has caused significant inconvenience and dissatisfaction on my part.

According to your policy, I am entitled to a full refund for undelivered items. Therefore, I kindly ask you to process my refund of [Amount] at your earliest convenience. Please confirm the refund process and an estimated timeline for when I can expect to receive it.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]