

Lost Item Request for Refund Consideration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Customer Service Team

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally request a refund for an item I purchased from your store that has unfortunately been lost.

The details of the lost item are as follows:

- Order Number: [Insert Order Number]
- Item Description: [Insert Item Description]
- Purchase Date: [Insert Purchase Date]

I have made all reasonable efforts to locate the item, but despite my best attempts, I have been unable to recover it. Therefore, I kindly request your consideration for a refund.

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

Sincerely,

[Your Name]