

Formal Complaint Letter for Refund

Subject: Request for Refund Due to Defective Product

Dear [Recipient Name],

I am writing to formally request a refund for the [Product/Service Name] purchased on [Purchase Date]. Unfortunately, the item did not meet the promised specifications and has caused inconvenience.

I have attached a copy of the receipt and all relevant documentation. I kindly request the refund to be processed at the earliest possible convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

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