

Refund Request Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Designation/Title]

[Company/Organization Name]

[Address]

[City, State, ZIP Code]

Subject: Refund Request for [Product/Service]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request a refund for a recent purchase I made from your company. I have outlined the details of the transaction below:

- Order/Invoice Number: [Order/Invoice Number]
- Date of Purchase: [Date of Purchase]
- Product/Service Name: [Product/Service Name]
- Amount Paid: [Amount Paid]

Unfortunately, I am dissatisfied with the [Product/Service] I received, and it does not meet my expectations or fulfill the promises made on your website/in-store. The specific issues I encountered with the product/service are as follows:

[List the specific issues and reasons for the refund request.]

I believe that I am entitled to a full refund as per your company's refund policy or consumer protection regulations. To resolve this matter efficiently, I kindly request you to process the refund as

soon as possible. I have attached a copy of the purchase receipt for your reference.

Please acknowledge this request and provide a confirmation of the refund process and the estimated timeframe for completion. If there are any additional steps required from my end, please let me know, and I will be more than willing to cooperate.

I would appreciate a prompt resolution to this matter, as it is causing me inconvenience and dissatisfaction with your company's products/services. Should you need any further information from me, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I trust that you will handle this refund request fairly and expeditiously.

Sincerely,

[Your Name]

[Signature (if sending a physical letter)]

****Note:**** Remember to attach any relevant documents, such as the purchase receipt, to support your refund claim. Always keep a copy of the letter for your records.