

Subject: Request for Refund for Order #123456

Dear [Name/Customer Service Department],

I hope this message finds you well. I am writing to formally request a refund for my recent purchase, order #123456, placed on [date].

Due to [reason for refund, e.g., the product being defective, incorrect item sent], I am unable to use the product, and I kindly ask for a refund in accordance with your store's return policy.

Enclosed are copies of the purchase receipt and any relevant documentation to expedite the process. Please advise on the next steps required to facilitate the refund.

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

Warm regards,

[Your Full Name]

[Your Contact Information]