

Subject: Request for Refund

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a refund for [specific product or service] that I purchased on [purchase date], with the order number [order number].

Unfortunately, the product/service did not meet my expectations because [briefly explain the issue, such as defects, not as described, etc.]. According to your refund policy, I understand that I am eligible for a refund under these circumstances.

I have attached all relevant documents, including the receipt and any correspondence related to this purchase, to facilitate the process.

I would appreciate it if you could process this request at your earliest convenience. Please let me know if you need any additional information from my side.

Thank you for your attention to this matter. I look forward to resolving it promptly.

Warm regards,

[Your Name]

[Your Contact Information]