

Subject: Request for Refund

Dear [Retailer/Customer Service Team],

I hope this message finds you well. I am writing to formally request a refund for the [product/service] I purchased on [purchase date] with order number [#123456]. Unfortunately, the product/service did not meet my expectations due to [brief reason, e.g., it was defective, not as described, etc.].

I believe I am entitled to a full refund under your return policy, which states [mention relevant policy rule if applicable]. I have attached all necessary documentation, including the receipt and photographs of the product issue, to assist you in processing my request.

Please let me know how to proceed with the return process. I am confident we can resolve this matter swiftly.

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

Best regards,

[Your Name]

[Your Contact Information]