

Refund Request Complaint Document

Date:

[Insert Date]

To:

[Company/Organization Name]

[Company Address]

Subject:

Refund Request for [Product/Service Name/Order Number]

Dear [Recipient Name/Customer Service],

I am writing to formally request a refund for [product/service] that I purchased on [purchase date] with the order number [order number]. Unfortunately, [briefly explain the issue or reason for the refund request, e.g., the product was defective, the service was not delivered, etc.].

According to your refund policy, I believe I am eligible for a full/partial refund. Please find attached the relevant documents, including the receipt and any correspondence related to this matter.

I kindly request that you process my refund at your earliest convenience. Should you require additional information, please contact me at [your email/phone number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]