

Refund Request Letter

[Name of Sender]

[Address]

[Date]

[Name of Company]

[Address]

Subject: Requesting a refund of my payment

Dir Sir or Madam,

Please allow me to explain the situation in full. I received the [Product Name] on [Date of Delivery], and was immediately disappointed with it. The quality was far below what I had expected, and it did not meet my needs at all. I contacted your customer service department on [Date of Contact], and was informed that there was nothing that could be done, and that I would have to return the product at my own expense. Given the poor quality of the product, and the fact that I would have to pay to return it, I believe that a full refund is warranted.

I would appreciate a prompt response to this letter, and would like to thank you in advance for your time and consideration. If you have any questions or need any further information, please do not hesitate to contact me at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Name]