

REFUND REQUEST LETTER

To: _____

From: _____

Subject:

Request for Refund Regarding Purchased Goods/Services

Dear Sir/Madam, I am writing to formally request a refund for the goods and/or services purchased from your company as described below. This request is made pursuant to U.S. laws and regulations governing consumer rights and refund policies.

Purchase Details:

Invoice Number / Order Number: _____

Date of Purchase: _____

Description of Goods/Services: _____

Amount Paid (USD): _____

The reason for this refund request is as follows:

Supporting Documents Enclosed:

- Copy of Invoice / Receipt
- Proof of Payment
- Correspondence Regarding Issue

Preferred Method of Refund:

Please issue the refund via the original payment method or as otherwise agreed.

I kindly request that you process this refund promptly in accordance with applicable laws and your company's policies. If you require any additional information or documentation to facilitate this request, please contact me at your earliest convenience. Thank you for your attention to this matter.

Sincerely,

Requester Signature

Date

This refund request letter is governed by applicable United States federal and state laws. Submission of this request does not waive any legal rights or remedies available to the requester. Please retain a copy of this letter and all correspondence for your records.

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