

Refund Request Letter

Dear Sir/Madame,

I am a customer of your Company and I would like to request a refund for the purchase I made on _____ from _____ branch. I purchased a _____, costs _____, with invoice number of _____. However, I am not satisfied with the product as it did not meet my expectations.

I would like to use my right of withdrawal and request a full refund of the amount paid, which was debited from my credit card. I would appreciate it if you could process the refund as soon as possible.

The invoice number is mentioned above. On the date of this letter, I have delivered the product to you undamaged. If you require any further information, please do not hesitate to contact me at _____ or _____.

Thank you for your prompt attention to this matter.

The Customer

Date

Signature



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