

An **adjustment letter for returned merchandise refund request sample** serves as a formal communication used by customers or businesses to request a refund or credit for returned goods due to defects, errors, or dissatisfaction. This letter clearly outlines the reason for the return, provides details about the merchandise, and politely requests an adjustment in the form of a refund or replacement. It helps facilitate smooth resolution of customer complaints while maintaining professional and courteous communication between the parties involved.

Sample Adjustment Letter for Returned Merchandise Refund Request

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company/Store Name]
[Company Address]
[City, State, ZIP Code]

Subject: Request for Refund for Returned Merchandise

Dear [Recipient Name],

I am writing to formally request a refund for merchandise I recently returned to your store. I purchased the following item(s) from your company on [purchase date]:

- Product Name/Description: [Item Description]
- Order Number/Invoice Number: [Order/Invoice Number]
- Date of Purchase: [Purchase Date]

Upon inspection, I found that the merchandise had [describe defect, damage, or reason for dissatisfaction, e.g., "a manufacturing defect," "damaged parts," or "did not match the description"]. In accordance with your return policy, I returned the item(s) on [date of return], and the package was received by your returns department on [date package was received, if known].

I have enclosed copies of my purchase receipt and shipping confirmation for your reference. I kindly request a prompt refund for the returned merchandise. Please let me know if you require any additional information.

Thank you for your attention to this matter. I appreciate your prompt response to my request and look forward to resolving this issue as soon as possible.

Sincerely,
[Your Name]