

Example Letter of Complaint to Company Requesting Immediate Refund

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

[Company Name]
[Customer Service Department]
[Company Address]
[City, State, ZIP Code]

Subject: Request for Immediate Refund â€“ [Order Number/Invoice Number]

Dear [Recipient Name or "Customer Service"],

I am writing to formally request an immediate refund for [product/service name], which I purchased on [purchase date] through [method of purchase, e.g., your website, store, or phone]. Unfortunately, my experience with this purchase has not met expectations due to the following issue(s):

[Briefly describe the issue, such as defects, service failure, late/non-delivery, or misrepresentation. Include any relevant details.]

I have attached copies of my purchase receipt and any related correspondence for your reference. Per your refund policy and the unsatisfactory condition/experience, I respectfully request a full refund of [amount] to be issued to my original method of payment at the earliest possible time.

Please confirm receipt of this letter and advise on the timeline for processing my refund. I would appreciate your immediate attention to resolving this matter and look forward to your prompt response.

Sincerely,
[Your Name]