

REFUND REQUEST LETTER

Recipient Name: _____ Recipient Email: _____

Sender Information:

Full Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Order Information:

Order Number: _____

Product/Service Description: _____

Purchase Price (USD): _____

Refund Request Details:

I am writing to formally request a refund for the above-referenced purchase. The reason for this request is as follows: the product or service received did not meet the expectations set forth at the time of purchase, including but not limited to defects, non-conformance to description, or failure to deliver as agreed. I have enclosed all relevant documentation, including proof of purchase, correspondence, and any photographs supporting this claim. I kindly request that you process this refund promptly in accordance with applicable United States laws and the terms and conditions of the sale.

Refund Method and Instructions:

Please issue the refund by the method originally used for payment or inform me of any alternative procedures required. Include any necessary steps I must follow to expedite the refund process.

Dispute Resolution and Legal Compliance:

This refund request is made in good faith and in accordance with applicable United States laws governing consumer rights and commercial transactions. Should any dispute arise out of this refund request, the parties agree to seek resolution through negotiation, mediation, or arbitration before resorting to litigation. All claims and communications shall be governed by the laws of the United States and applicable state laws.

Acknowledgment and Signature:

By signing below, I affirm that the information contained in this refund request is true and accurate to the best of my knowledge. I understand that any false or misleading information may result in denial of this request or further legal action.

SENDER'S SIGNATURE

RECEIVER'S SIGNATURE

Signature: _____

Signature: _____

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