To,

[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Request Letter for a Refund**

Dear Sir/Madam,

I am writing this letter to request you to refund me [mention amount] as I returned the electric shaver that I purchased from your website on [mention date of purchase]. The product was not the same as was shown in the pictures. As the “7 Days Money Back Guarantee” was mentioned, so I am returning the product and thus request you to refund me the aforementioned amount.

For any queries, you can contact me from the details mentioned below.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]