Refund request

Sender

Full name

Full address

Telephone

E-mail address

Recipient

Name of recipient or department

Recipient's address

Place

Date

Subject: refund request

Dear Sir or Madam,

Please refund the purchase or service described below, for the reason given.

Purchase or service to be refunded

Order or invoice no.

Date of purchase

Amount to be refunded

Product or service concerned

Reason for the request

Refund method requested

- [ ] To the payment method used for the purchase
- [ ] As a credit note
- [ ] Other method

Refund requested before

Please confirm in writing that you have recorded my request and the expected date of the refund.

Yours faithfully,

Enclosures

Signature

Name in full

How it is sent

- [ ] Registered letter with proof of delivery (or equivalent)
- [ ] Delivered by hand against a signed receipt
- [ ] Other method