

How to Write a Refund Request Letter

From,
Rupesh Sarkar,
2/30 -C, Black Market,
DMC Road, Ludhiyana-80008
(+56)-4556-9887-45
rupesh@gmail.com

Date: June 25, 2019

To,
Alokesh Singha,
Balaghat, Bhagpat,
alok@gmail.com
(+115)-112-112-7800

Sub: Request to refund for Refrigerator

Dear Alokesh,

This is to state that I had ordered a refrigerator from your store, Balaji Electronics on May 26th. We realized that the refrigerator was a little small in size for our family, so we canceled the order. The model number is E342122 – L and the price of the product is 23,445 Rs. We processed the payment in advance at the store at the time of order. It has been two months and we are still waiting for the refund. If you please look into this request ungently I will be highly obliged.

Sincerely,
(Your Signature)
Rupesh Sarkar

