

SAMPLE LETTER FOR REQUEST A REFUND

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Introduction

The objective of writing this type of request letter is to ask for a refund of your amount when you are not satisfied with the product performance. Through this letter, you can straight forward express your discontentment regarding the product and ask for the refund of your payment. Though you can verbally also communicate regarding this matter, but a written request is considered more valuable than a verbal one.

Sample Letter for Request a Refund Tips

Following points should be considered for writing an effective request letter for refund:

- Firstly it is essential to be firm while writing this type of letter.
- You can clearly state the reason of your dissatisfaction in this letter.
- Letter should be brief and to the point.
- Once you are through writing the letter, please recheck the same for amendments, if needed.

Sample Sample Letter for Request a Refund

To,

Mr. William John

Customer Care Manager

Ascent Electronics

Atlanta

Date (Date on which letter is written)

From,

Mr. Albert D Costa

18, Park Avenue

Atlanta

Sub: Requesting refund of my payment

Dear Mr. John,

I would like to bring to your kind attention that we have purchased an electronic washing machine from your store two weeks back, and was disappointed with its performance. It didn't even work for a single day. We have written a request letter for the refund, but till date we have not got any response. It was a complete dissatisfaction for us. We have made the payment through cheque and the cheque no. 00981 dated 1st August bank name: Axis Bank. I would be very thankful to you if you could look into the matter as to why this delay has happened and provide our refund at the earliest.

Your promptness in this regard will be highly appreciated.

Thanking you,

Yours sincerely'

Albert D Costa

Sample Letter for Request a Refund Template

To,

Date (Date on which letter is written)

From,

Sub: _____

Dear _____,

This is to bring to your kind attention that we have recently cancelled our order regarding the purchase of _____ from your store. We have already made the payment in advance and now would appreciate if you could arrange for the refund of the same. The payment has been made via _____ and the number is _____.

I would be very grateful to you if you could do the needful at the earliest as it is more than two months that we have not received our payment back. I would be obliged if you look into the matter personally and arrange my refund at the earliest.

Thanking you,

Yours sincerely'

(_____)

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