

June 29, 2023

Contact Name
Address
Address2
City, State/Province
Zip/Postal Code

OBJECT: REQUEST FOR REFUND ON UNDELIVERED MERCHANDISE

Dear [CONTACT NAME],

In my letter of [DATE], I explained that the merchandise I ordered from you hadn't arrived. I am attaching a copy of that correspondence for your convenience.

Having received neither the merchandise nor a response to my previous letter, I am requesting that you refund the [AMOUNT] remitted with my order. Attached is a copy of my cancelled check.

I shall be looking forward to receiving my refund promptly. Thank you for your immediate attention to this matter.

Sincerely,

Your name
Your title
(800) 123-4567
youremail@yourcompany.com