

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Request for Refund

Dear :

I recently purchased fifty widgets from your company and upon receiving my shipment, I noticed that all fifty widgets were defective. Therefore, I am returning the widgets and requesting a full refund.

Your attention to this matter is greatly appreciated.

Sincerely,

N A M E