

Refund Request Email After Loss Incident

Subject: Request for Refund Due to [Specify Loss Incident]

Dear [Recipient's Name],

I am writing to formally request a refund for my recent purchase/order [Order No./Reference], made on [Purchase Date], following a loss incident that occurred on [Date of Incident].

The loss pertains to [please describe the item(s) lost, service affected, or relevant details]. This incident was unfortunate and beyond my control. I have attached all relevant documentation, including receipts and, where applicable, supporting evidence such as a police report or incident acknowledgment.

As per your refund policy and under the circumstances, I kindly request a refund for the amount of [Amount] to be processed to my original method of payment or as per your standard procedure.

Please let me know if further information or documentation is needed from my side. I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,
[Your Full Name]
[Your Contact Information]
[Order/Account Reference, if applicable]

Important Notes:

- Be clear and specific about the incident and your refund request.
- Attach all necessary documentation (e.g., receipts, proof of incident).
- Review the company's refund and loss policies before sending.
- Keep the tone formal and polite.
- Follow up if you do not receive a timely response.