

June 8, 2024

Mr. John Doe
Customer Service Manager
XYZ Corporation
1234 Market Street
Cityville, State 56789

Subject: Request for Refund Due to Loss

Dear Mr. Doe,

I am writing to formally request a refund for my recent purchase from your company, order #456789, dated May 28, 2024. Unfortunately, the item was lost during transit and despite repeated attempts, I have not received the package.

I have attached relevant documentation including the order confirmation and correspondence with your delivery partner. As per your company's refund policy, I believe I am eligible for a full refund for the lost item.

I kindly request you to process the refund at your earliest convenience. Please confirm once the refund has been initiated, or let me know if further information is required from my side.

Thank you for your attention to this matter.

Sincerely,

Jane Smith
789 Elm Avenue
Townsville, State 34567
Email: jane.smith@email.com
Phone: (123) 456-7890

Important Notes:

- Include order details, dates, and relevant documentation as evidence.
- Be concise and polite in your request.
- Double-check refund policies before submitting the request.
- Keep a copy of all communication for your records.
- Follow up if there is no response within a reasonable timeframe.