

Lost Payment Refund Request Email Format

To: support@companydomain.com
Cc: (if applicable)
Subject: Request for Refund of Lost Payment â€” [Your Name / Reference ID]

Dear [Recipient's Name],

I am writing to formally request a refund for a payment that appears to have been lost or not credited to my account.

Details of the Transaction:

- Date of Payment: [Insert Date]
- Amount Paid: [Insert Amount]
- Payment Method: [e.g., Bank Transfer, Credit Card, UPI, etc.]
- Reference/Transaction ID: [Insert ID]
- Purpose of Payment: [e.g., Invoice Number, Order ID, Account Number]

Despite completing the transaction on the mentioned date, the payment has not been reflected in my account with your organization. I kindly request you to investigate this matter and process a refund at the earliest.

Attached are supporting documents, including payment confirmation and transaction statements.

Kindly acknowledge receipt of this email and advise of the next steps.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Contact Number]

[Your Address, if required]

Important Notes:

- Always include complete transaction and contact details for clarity.
- Attach all available supporting documents for faster resolution.
- Double-check recipient's email address to ensure delivery to the correct department.
- Retain a copy of all correspondence related to your refund request.
- If there is no response within the expected timeframe, follow up or escalate.