

**Date:** [Insert Date]

**To,**

[Recipient Name]

[Recipient Position/Department]

[Company/Organization Name]

[Address line 1]

[Address line 2]

## **Subject: Request for Refund/Reissue**

Dear [Recipient Name],

I am writing to formally request a refund/reissue for [specify the item, service, or transaction e.g., ticket, product, payment], with the following details:

- **Transaction/Order Number:** [\_\_\_\_\_]
- **Date of Transaction:** [\_\_\_\_\_]
- **Amount:** [\_\_\_\_\_]
- **Reason for Refund/Reissue:** [Briefly describe the issue]

I kindly request that the refund/reissue be processed at the earliest possible convenience. Enclosed/attached are supporting documents for your review and reference.

Please let me know if further information is required from my end. I look forward to your prompt response and resolution of this matter.

Thank you.

Sincerely,

[Your Name]

[Your Contact Information]

### **Important Notes:**

- Include accurate transaction details for prompt processing.
- Attach all necessary supporting documents (receipts, tickets, etc).
- Ensure the contact information is current and correct.
- Keep a copy of this request for your records.
- Follow up if you do not receive a response within a reasonable period.