Letter of Refund for Cancelled Order

From,

[Your Name],

[Your Address],

[Your Phone Number]

[Your Mail]

Date:

To,

[Receiver’s Name],

[Address],

[Phone Number]

[Mail]

Dear [Name] Sir,

I placed an order of [product name and specifics] from your store, [store name] on [Purchase date]. We realized that the [reason for cancellation], so we cancelled the order the following day. The model number is ------------------------- and the price of the product is ------------------------. Therefore, I write to request for the refund since we no longer need the item.

I will be pleased if this request is urgently attended to.

Sincerely,

[Your Name]