**REFUND DEMAND LETTER**

[SENDER NAME]

[SENDER STREET ADDRESS]

[SENDER CITY, STATE, & ZIP]

[SENDER CONTACT INFO]

Date: [DATE]

[RECIPIENT NAME (AND TITLE, IF APPLICABLE)]

[RECIPIENT BUSINESS NAME (IF APPLICABLE)]

[RECIPIENT STREET ADDRESS]

[RECIPIENT CITY, STATE, & ZIP]

**Re: Refund for [PURCHASE INFO (E.G., ORDER #, TRANSACTION #, ITEM NAME)]**

Dear [RECIPIENT NAME],

I, [NAME OF PERSON SENDING LETTER], am sending this letter to formally request a refund in the amount of $[DOLLAR AMOUNT] for the following: [DESCRIBE WHAT IS BEING REFUNDED].

The refund is being requested due to: [EXPLAIN REASON FOR REFUND REQUEST].

If a refund is not administered by [DATE], a **court filing may be filed against you**. In addition to the refund amount, a request for reimbursement of filing fees, attorney’s fees, and any other costs associated with obtaining the refund amount may be pursued.

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/)

[SIGNING PARTY NAME (AND TITLE, IF APPLICABLE)]