

Bookstore Damaged Goods Refund Template

Customer Name

Email Address

Order Number

Book Title(s)

Date of Purchase

Description of Damage

Additional Comments

Dear Bookstore Team,
I am writing to request a refund for a damaged item received with my order.
Customer Name:
Order Number:
Book Title(s):
Date of Purchase:
Description of Damage:

Additional Comments:

Please let me know if you need any further information to process my refund.
Thank you,