

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
Dear [Customer's Name],  
Subject: Refund Approval  
We are writing to confirm that your request for a refund has been approved.  
Order Number: [Order Number]  
Amount to be Refunded: [Refund Amount]  
Refund Method: [Original Payment Method]  
The refund will be processed within [number of days] days and will appear on your account shortly thereafter.  
If you have any questions or require further assistance, please do not hesitate to contact us at [Customer Service Phone Number] or [Customer Service Email].  
Thank you for your understanding.  
Sincerely,  
[Your Name]  
[Your Job Title]  
[Company Name]