

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

Subject: Refund Confirmation

We are writing to confirm that we have processed your refund for [specific product/service] purchased on [purchase date]. Your order number is [order number].

Amount Refunded: \$[amount]

Refund Method: [original payment method or alternative method]

Please allow [number of days] for the refund to reflect in your account.

If you have any questions or concerns regarding this matter, feel free to contact us at [customer service phone number] or [customer service email].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]