

[Your Company Letterhead]

[Your Company's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Refund Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that your refund request has been processed successfully.

****Refund Details:****

- ****Transaction ID:**** [Transaction ID]

- ****Refund Amount:**** [Amount]

- ****Original Purchase Date:**** [Date of Purchase]

- ****Refund Method:**** [e.g., Credit Card, Bank Transfer]

The refund will be credited to your account within [number of days] business days. Please allow time for your bank to process the transaction.

If you have any questions or require further assistance, feel free to contact our customer support team at [Customer Support Phone Number] or [Customer Support Email].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]