

Subject: Follow-Up on Pending Refund Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request for a refund regarding [brief description of the purchase, e.g., order #12345]. I submitted my request on [date of original request], and I have not yet received a response.

Could you please provide an update on the status of my refund? I would appreciate any information you could share regarding the processing timeline.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]