

Refund Acknowledgment Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter is to acknowledge the initiation of a refund for my order #[Order Number]. I appreciate your prompt attention to this matter.

According to our recent communication, the refund amount of [Refund Amount] will be processed within [Time Frame]. Please let me know if you require any further information from my side.

Thank you for your assistance.

Sincerely,

[Your Name]