

Refund Acknowledgment

Dear [Customer's Name],

Thank you for reaching out to us regarding your refund request. We want to acknowledge that we have received your request dated [Request Date] for a refund associated with your order number [Order Number].

We are currently processing your request, and we aim to complete the refund within [Time Frame, e.g., "5-7 business days"]. Rest assured, we are doing our best to expedite the process, and you will receive a confirmation email once the refund has been processed.

If you have any further questions or require additional assistance, please feel free to contact our customer service team at [Customer Service Contact Information].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Contact Information]