

# Refund Confirmation

Dear [Customer's Name],

We are writing to confirm that we have received your request for a refund regarding order number [Order Number].

We are currently processing your request and will issue a refund of [Amount] to your original payment method within [Time Frame]. You will receive a confirmation email once the refund has been processed.

If you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your patience.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]