

Refund Request Receipt

Date: [Insert Date]

Dear [Customer Name],

Thank you for submitting your refund request. We have received your request for a refund for the following order:

- Order Number: [Insert Order Number]
- Item(s) Description: [Insert Item Description]
- Refund Amount: [Insert Amount]
- Date of Purchase: [Insert Purchase Date]

Your request is currently under review, and we will process your refund within [Insert Time Frame]. You will receive a confirmation email once the refund has been processed.

If you have any questions, please feel free to contact our customer service team.

Thank you for your understanding.

Sincerely,

[Your Company Name]

[Your Company Contact Information]