

Date: [Insert Date]

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer's Name],

Thank you for reaching out to us. We acknowledge the receipt of your request for a refund regarding the product you returned on [Insert Return Date].

We have processed your return successfully, and your refund for the amount of [Insert Refund Amount] will be credited to your original payment method within [Insert Time Frame].

If you have any questions or need further assistance, please feel free to contact us at [Insert Contact Information].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title]

[Company Name]