

Refund Delay Acknowledgment

Date: [Insert Date]

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 and are currently processing it. However, we regret to inform you that there may be a delay in the processing of your refund.

We understand that delays can be frustrating, and we sincerely apologize for any inconvenience this may cause. Please rest assured that we are working diligently to resolve this matter and will keep you updated on the progress.

Your patience and understanding during this time are greatly appreciated. Should you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]