

Refund Delay Notification

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that there has been a delay in processing your refund for [Order Number].

We understand how important this matter is to you, and we sincerely apologize for any inconvenience this may cause. The delay is due to [Reason for Delay], and we are actively working to resolve this issue as quickly as possible.

We anticipate that your refund will be processed by [Expected Resolution Date]. You will receive a confirmation email once the refund has been issued.

Thank you for your understanding and patience during this time. If you have any questions or require further assistance, please do not hesitate to contact our customer service team at [Customer Service Email/Phone Number].

Warm regards,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]