

Charge Reversal Confirmation

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

Email: [Your Email Address]

Phone: [Your Phone Number]

Dear [Customer's Name],

We are writing to confirm the reversal of the charge processed on [Insert Date of Original Charge] for the amount of [Insert Amount]. The reason for this reversal is [insert reason, e.g., error in billing, service cancellation, etc.].

The reversal has been processed successfully, and the funds will be credited back to your account within [Insert Time Frame, e.g., 3-5 business days].

If you have any questions or require further assistance, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]