

Notification Regarding Service Refund Eligibility

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you about your eligibility for a refund in relation to the service you received on [Insert Service Date].

After reviewing your case, we have determined that you meet the criteria for a refund according to our policy. The details of your refund are as follows:

- Service: [Insert Service Description]
- Amount Eligible for Refund: [Insert Amount]
- Refund Process Duration: [Insert Duration]

If you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Contact Information]