

Refund Request Confirmation

Dear [Customer Name],

We are writing to confirm that we have received your request for a refund regarding your recent purchase of [Product/Service Name] on [Purchase Date].

Your refund request is now being processed, and we will keep you updated on the status of your request. Please allow [number of days] for the refund to be completed.

If you have any questions or require further assistance, feel free to contact our customer service team at [Customer Service Email/Phone Number].

Thank you for your patience.

Sincerely,

[Your Company Name]

[Your Company Contact Information]