

# Refund Request Acknowledgment

Date: [Insert Date]

Dear [Customer's Name],

We are writing to acknowledge the receipt of your refund request for order number [Insert Order Number], submitted on [Insert Submission Date].

Our team is currently reviewing your request, and we aim to process it within [Insert Time Frame]. You will receive a notification once your refund has been processed.

If you have any questions, please feel free to reach out to our customer service team at [Insert Contact Information].

Thank you for your patience.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Phone Number]