

Receipt for Refund Request Submission

Date: **[Insert Date]**

To: **[Customer Name]**

Email: **[Customer Email]**

Order Number: **[Order Number]**

Dear [Customer Name],

Thank you for your refund request submitted on [Insert Date]. We have received your request and it is currently being processed.

Details of your request:

- Item Description: [Item Description]
- Refund Amount: [Refund Amount]
- Reason for Refund: [Reason for Refund]

You will receive a confirmation email once your refund has been processed. If you have any questions or require further assistance, please contact our customer service at [Customer Service Email] or [Customer Service Phone Number].

Thank you for your patience.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]