

Refund Request Acknowledgment

Date: [Insert Date]

Dear [Customer's Name],

Thank you for reaching out to us regarding your refund request. We want to confirm that we have received your request and are currently processing it.

Order Number: [Insert Order Number]

We appreciate your patience as we review your request. You will receive an update from us within [Insert Time Frame] regarding the status of your refund.

If you have any further questions, please feel free to reach out to our customer service team.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]