

Premium Refund Approval

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to formally inform you that your request for a premium refund due to service dissatisfaction has been reviewed and approved.

We regret that our service did not meet your expectations, and we sincerely apologize for any inconvenience this may have caused. As a valued customer, your satisfaction is our priority.

The total amount of [Insert Refund Amount] will be processed and credited back to your account within [Insert Time Frame]. If you have any questions or further concerns, please do not hesitate to reach out to our customer service team.

Thank you for your understanding and for giving us the opportunity to address this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]