

Refund Settlement Proposal

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are writing to formally propose a refund settlement regarding our recent transaction on [Insert Transaction Date] for [Insert Transaction Details].

Due to [briefly explain the reason for the refund request], we believe that a settlement is in the best interest of both parties.

We propose a refund amount of [Insert Amount] to be processed by [Insert Preferred Refund Method]. This proposal aims to resolve the issue amicably and maintain a positive business relationship.

Please review our proposal and let us know your thoughts. We are open to discussing this matter further at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]