

Refund Acknowledgment Letter

Date: [Insert Date]

To,

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We hope this message finds you well. We are writing to acknowledge the refund transaction processed on [Insert Transaction Date] for the amount of [Insert Refund Amount]. This refund was initiated in response to your request regarding [brief description of reason for refund].

The transaction details are as follows:

- Transaction ID: [Insert Transaction ID]
- Date of Refund: [Insert Refund Date]
- Refund Method: [Insert Method, e.g., Credit Card, PayPal]

If you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding and for choosing [Your Company Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Contact Information]