

Confirmation of Payment Reversal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm that your payment reversal request has been successfully processed. Below are the details of the transaction:

- **Transaction ID:** [Transaction ID]
- **Original Amount:** [Original Amount]
- **Reversal Amount:** [Reversal Amount]
- **Date of Transaction:** [Transaction Date]
- **Date of Reversal:** [Reversal Date]

We appreciate your patience throughout this process. If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]