

# Notice of Refund Issued

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you that a refund has been issued to you for your recent transaction with us. Below are the details of the refund:

**Transaction ID:** [Insert Transaction ID]

**Refund Amount:** \$[Insert Amount]

**Refund Method:** [Insert Method, e.g., Credit Card, Check]

**Refund Date:** [Insert Refund Date]

If you have any questions regarding this refund, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]