

Payment Refund Approval

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your request for a payment refund has been approved. The total amount of [Amount] will be refunded to your original payment method within [number] business days.

Thank you for your patience and understanding in this matter. If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]