

# Payment Refund Verification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request verification of a payment refund processed on [Insert Refund Date] for the transaction ID [Insert Transaction ID]. The amount of the refund was [Insert Amount].

As of today, I have not yet received the funds and would like to confirm that the refund has been initiated and the expected timeline for the funds to be credited back to my account.

Thank you for your attention to this matter. I look forward to your prompt reply.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]