

Refund Request Decline Letter

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

Thank you for reaching out to us regarding your refund request dated [Insert Request Date]. We appreciate your business and understand the importance of your concerns.

After carefully reviewing your request in accordance with our Terms of Service, we regret to inform you that we are unable to process your refund at this time. As outlined in our Terms of Service, specifically [Insert Specific Clause if Relevant], refunds are not applicable under the circumstances of your case.

We value you as a customer and encourage you to reach out with any further questions or concerns you may have. Should you wish to discuss this matter further, please feel free to contact us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]