

Refund Request Notification

Dear [Customer's Name],

We are writing to inform you that we have received your request for a refund regarding your recent experience with our service dated [Service Date]. We sincerely apologize for any inconvenience caused and appreciate your feedback.

After reviewing your complaint, we acknowledge the issues you encountered, and we are taking your concerns seriously. As a result, we are processing your refund totaling [Refund Amount]. You can expect to see this amount reflected in your account within [Number of Days] business days.

Thank you for bringing this matter to our attention. We value your business and hope to serve you better in the future.

If you have any further questions or need assistance, please do not hesitate to contact us at [Customer Service Email] or [Customer Service Phone Number].

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]