

## **Subject: Inquiry About Pending Refund**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my refund request submitted on [Date of the Original Request] regarding [brief description of the transaction]. According to your policy, I understand that the refund process typically takes [expected timeframe], but I have yet to receive my refund.

Could you please provide me with an update on the status of my refund? I would greatly appreciate any information you can share regarding the delay and any steps I may need to take to expedite the process.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]