

Notice of Refund Process Delay

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that there has been a delay in processing your refund for the order number [Order Number].

We understand that this may cause inconvenience, and we sincerely apologize for the delay. Our team is working diligently to resolve the issue and ensure that your refund is processed as soon as possible.

Your patience and understanding in this matter are greatly appreciated. If you have any questions or require further assistance, please do not hesitate to contact our customer service team at [Customer Service Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]