

Refund Instructions for Your Recent Purchase

Dear [Customer Name],

Thank you for reaching out regarding your refund request for [Product Name]. We are processing your refund and would like to provide you with the following instructions for the online payment.

Refund Process:

1. Ensure that your payment details are up to date on your account.
2. Log in to your account on our website.
3. Navigate to the 'My Orders' section.
4. Locate the order number [Order Number] associated with your refund.
5. Click on 'Request Refund' and follow the on-screen instructions.

Please allow up to [X] business days for the processing of your refund. You will receive a confirmation email once the refund has been completed.

If you have any questions or need further assistance, feel free to contact our customer service team at [Customer Service Email] or [Customer Service Phone Number].

Thank you for your understanding.

Sincerely,
[Your Company Name]