

Client Refund Request Procedure

Dear [Client's Name],

We hope this message finds you well. We understand that you are seeking a refund for your recent purchase made on [purchase date]. Below are the steps you need to follow to process your refund request:

Refund Request Steps:

1. Please fill out the attached refund request form.
2. Include a copy of your receipt or proof of purchase.
3. Send the completed form and documentation to our customer service email at [email address].
4. Allow 5-7 business days for us to review your request.
5. We will notify you via email regarding the status of your refund.

For any inquiries or further assistance, please do not hesitate to contact us at [contact information].

Thank you for your understanding and patience.

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Company Contact Information]