

Prepaid Balance Refund Acknowledgment

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We are writing to acknowledge receipt of your request for a refund of your prepaid balance. We appreciate your patience as we process your request.

Refund Amount: [Insert Amount]

Refund Method: [Insert Method of Refund, e.g., bank transfer, check, etc.]

Your refund request is currently being processed and will be completed by [Insert Date]. You will receive a confirmation once the transaction is finalized.

If you have any questions or need further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]