

# Refund Follow-Up for Delayed Transaction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Customer Service/Specific Contact Name],

I hope this message finds you well. I am writing to follow up on my previous request regarding the refund for my transaction dated [Insert Transaction Date], with the transaction ID [Insert Transaction ID]. As of today, I have yet to receive the refund, and it has been [Insert Duration] since I initially reported the issue.

I kindly request an update on the status of my refund. If there are any issues or further information required from my side, please let me know. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]