

Update on Museum Refund Procedures

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an important update regarding our refund procedures at [Museum Name].

Effective [Effective Date], the following changes will take place:

- **Online Refund Requests:** All refund requests must be submitted through our online portal.
- **Refund Processing Time:** Refunds will be processed within [Number] business days.
- **Eligibility:** Please review our updated eligibility criteria for refunds on our website.

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information] or visit our FAQs page.

Thank you for your understanding and continued support!

Sincerely,

[Your Name]

[Your Position]

[Museum Name]

[Museum Contact Information]