

Dear [Client's Name],

Thank you for reaching out to us regarding your refund request. We value your satisfaction and would like to provide you with the detailed refund procedure.

Refund Procedure

1. **Submit Request:** Please send your refund request via email to [refunds@yourcompany.com] including your order number and reason for the refund.
2. **Review Process:** Our team will review your request within [X business days]. We may contact you for additional information if necessary.
3. **Approval Notification:** If your refund is approved, you will receive a confirmation email detailing the next steps.
4. **Processing Time:** Once approved, refunds will be processed within [X business days] back to your original payment method.
5. **Final Confirmation:** You will be notified once the refund has been completed.

Important Notes

- Refunds may take additional time to reflect in your account depending on your bank or payment provider.
- In case of any disputes, please contact our customer service at [customer.service@yourcompany.com].

We appreciate your understanding and cooperation. If you have any questions, please feel free to reach out.

Thank you for doing business with us.

Sincerely,

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