

Refund Confirmation

Dear [Customer Name],

Thank you for reaching out to us regarding your recent experience with our service. We understand that you were not fully satisfied and we sincerely apologize for any inconvenience caused.

This letter is to confirm that a refund of [Amount] has been processed for Invoice #[Invoice Number] dated [Invoice Date]. You can expect to see the funds reflected in your account within [Time Frame].

If you have any further questions or need assistance, please do not hesitate to contact us at [Contact Information]. We value your feedback and hope to serve you better in the future.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Company Phone]

[Your Company Email]