

Refund Request Acceptance Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Thank you for your recent request regarding the refund for [Product/Service Name]. We appreciate your patience as we reviewed your request.

We are pleased to inform you that your refund request has been accepted. The total amount of [Refund Amount] will be processed back to your original payment method. Please allow 5-7 business days for the refund to reflect in your account.

If you have any further questions or require assistance, feel free to contact us at [Phone Number] or [Email Address].

Thank you for your understanding and for being a valued customer.

Sincerely,
[Your Name]
[Your Position]
[Company Name]