

Refund Request Acknowledgment

Date: [Date]

Dear [Customer Name],

We have received your request for a refund regarding your order #[Order Number]. This email serves as a confirmation that your request has been acknowledged.

Our team is currently reviewing your request, and we aim to process your refund as quickly as possible. You can expect to hear back from us within [Number of Days] business days.

If you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]