[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Refund Confirmation for [Product/Service Name]**

Dear [Customer’s Name],

We are writing to confirm that we have processed your refund for [Product/Service Name], as per your request.

**Refund Details**:

* **Refund Amount**: $[Amount]
* **Transaction Reference Number**: [Reference Number]
* **Refund Method:** [Payment Method, e.g., Credit Card, Bank Transfer, etc.]
* **Refund Date**: [Date of Refund Processing]

Please note that depending on your payment provider, it may take [Number of Days] business days for the refunded amount to reflect in your account.

We sincerely apologize for any inconvenience that led to your refund request and hope that this resolution meets your expectations. If you have any questions or require further assistance, please feel free to contact us at [Email Address/Phone Number].

Thank you for your patience and understanding. We value your relationship with [COMPANY NAME] and look forward to serving you better in the future.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]