

Date: [Insert Date]

Subject: Refund Confirmation for Order #[Insert Order Number]

Dear [Customer Name],

This letter is to confirm that we have processed a refund for your recent transaction.

Refund Details:

- **Order Number:** [Insert Order Number]
- **Transaction Date:** [Insert Original Transaction Date]
- **Refund Amount:** [Insert Currency and Amount]
- **Refund Method:** [Insert Payment Method, e.g., Credit Card ending in XXXX]

The funds have been released from our system. Please note that it may take [Number] to [Number] business days for the credit to appear on your statement, depending on your financial institution's processing times.

If you have any questions regarding this refund or if we can assist you further, please contact our support team at [Insert Phone Number] or [Insert Email Address].

Thank you for your patience and for shopping with [Merchant Name].

Sincerely,

[Your Name/Department Name]
[Merchant Name]