

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Enclosed Partial Refund Check for [Order/Account Number]

Dear [Customer Name],

Please find enclosed a check for a partial refund regarding your recent [purchase/service] dated [Date of Original Transaction].

Refund Details:

- **Original Amount:** \$[Amount]
- **Refund Amount:** \$[Amount]
- **Check Number:** [Number]
- **Reason for Partial Refund:** [Reason, e.g., returned item, price adjustment, or service cancellation fee]

This refund has been processed in accordance with our [Return/Refund Policy]. The remaining balance of \$[Amount] was retained for [Reason, e.g., restocking fees or services already rendered].

Please allow standard processing time for the check to clear with your financial institution. If you have any questions regarding this payment, please contact our billing department at [Phone Number] or [Email Address].

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

Sincerely,

[Your Name/Company Name]

[Title]

[Company Contact Information]

Enclosure: Check #[Number]