

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notice of Final Partial Refund - Order #[Order Number]

Dear [Customer Name],

This letter serves as official confirmation regarding the partial refund for your recent order, #[Order Number].

After reviewing your request and the details of the transaction, we have processed a final partial refund in the amount of **[Refund Amount]**. This amount has been credited back to your original payment method.

Refund Breakdown:

- Original Total: [Total Amount]
- Refund Amount: [Refund Amount]
- Reason for Partial Amount: [Reason, e.g., Restocking fee / Damaged item / Service adjustment]

Please allow [Number] business days for this transaction to appear on your bank statement. This action concludes our resolution regarding this specific order.

If you have any questions, please contact our support team at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]

[Department Name]