

Refund Process Letter

[Your Company Name]
[Your Company Logo - optional]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Refund Process for Canceled Order - [Order Number]

Dear [Customer Name],

I hope this letter finds you well. We received your request for a refund regarding the recently canceled order with the order number [Order Number], placed on [Order Date].

Please be assured that we have initiated the refund process. The details of the canceled order are as follows:

Order Number: [Order Number]

Order Date: [Order Date]

Items Ordered: [List of Items]

Total Amount: [Total Amount]

The refund will be processed to your original payment method, and you can expect it to reflect in your account within [number of days]. If you have any further questions or concerns, please feel free to contact our customer service at [Customer Service Phone Number] or [Customer Service Email Address].

We appreciate your understanding and apologize for any inconvenience caused. Thank you for choosing [Your Company Name].

Sincerely,

[Your Full Name]
[Your Title]
[Your Company Name]
[Your Contact Information]

