

Dear Sir/Madam,

This is very important to notify you about the fact that you will be receiving the amount of refund within a day or two . I can understand the situation you are going through right now. I am [your name], I am working in [company name] for the last [time span] years.

I have gone through your letter entirely from the beginning till the end and I would like to let you that you will be refunded immediately surely. You do not have to worry. As a matter of fact, you have been our regular customer for last [time span] years.

As per the refund policies stated in the company's profile, the customer will receive a refund within 30 days. You are still under the money-back guarantee. You will receive the money within next seven days in to your bank account. Your bank account number is [account number] and to confirm further your bank name is [name of bank].

You have sent all the details regarding the monetary transactions. As per the conditions of refund policies, we have received a product that is defective.

We are aware of the fact that you are our regular customer and so it is necessary to inform you that you will receive the amount of \$ [amount] on time.

[name of company] is always there to assist you in every respect. You can buy anything from our company with the discount offers. You will get different seasonal discount offers for every product.

You can further contact us on [contact number] or you can send any email at [email id] for further issues. The customer service department will be always there to assist you in every respect. We are looking forward for better business relations with you in the coming days.

Wish you Best of luck!

Thanking You,

Yours Sincerely,

[name of person]

[date]