Letter to Refund Payment

[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 Notification - [Order Number]

Dear [Customer Name],

I trust this letter finds you well. We appreciate your recent purchase with [Your Company Name]. Unfortunately, we regret to inform you that your order with the order number [Order Number], placed on [Order Date], has been canceled.

As a result, we have initiated the refund process, and the total amount of [Total Amount] will be credited back to your original payment method. Please allow [number of days] for the refund to reflect in your account.

We understand the inconvenience this may have caused and appreciate your understanding. If you have any questions or concerns regarding the refund, please feel free to contact our customer service at [Customer Service Phone Number] or [Customer Service Email Address].

Once again, we apologize for any inconvenience, and we hope to have the opportunity to serve you in the future.

Thank you for choosing [Your Company Name].

Sincerely,

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