Sample Refund Approval Letter

[Your Name]

[Your Title]

[Company/Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, ZIP Code]

Dear [Customer's Name],

Subject: Refund Approval

We are writing to inform you that your request for a refund for [Product/Service Name] has been approved. We understand the importance of resolving this matter promptly and to your satisfaction. Please review the attached refund approval details, including the amount to be refunded and any instructions for returning the product or canceling the service. If you have any questions or require further assistance, please do not hesitate to contact our customer service department.

We appreciate your understanding and hope to have the opportunity to serve you better in the future.

Sincerely,

[Your Name]

[Your Title]