

Official refund and compensation email template

Subject: Official Refund and Compensation Notification

Dear [Customer Name],

Following your recent complaint regarding [Product/Service], we have approved a refund of [Amount] and an additional compensation of [Description].

This has been processed and will reflect within 5 business days. We apologize for any inconvenience and remain committed to your satisfaction.

Sincerely,

[Your Name]

[Company Name]

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