

Simple refund confirmation

Subject: Refund Payment Advice - Request #[Number]

Dear [Customer Name],

Your refund request has been processed successfully.

Refund Summary:

- Original Transaction: [Transaction ID/Date]
- Refund Amount: \$[Amount]
- Processing Date: [Date]
- Refund Method: [Credit card/Bank transfer/Check]
- Expected Delivery: [Timeframe]

The refund will appear on your [credit card statement/bank account] within [timeframe]. If you paid by credit card, the refund will be credited to the same card used for the original purchase.

If you don't see the refund within the specified timeframe, please contact our customer service team with reference number [Reference].

Thank you for your patience.

Kind regards,

[Name]

Customer Service Team

[Company Name]

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