

## Refund Request Email Template

Subject Line: Your ( ) Refund Request

Dear \_\_\_\_\_,

Thank-you for contacting us to request a refund on your purchase of ( )

Our goal is for our products and services is to always meet the needs of our customers.

Because your request falls under our refund policy ( ), we will gladly honor your decision.

We have processed your request and have issued a refund to your credit card company ( ). It may take up to ( ) to see this credit on your account.

Please let us know if you have any questions.