

Adjustment Letter for Refund on Returned Merchandise

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Customer Name]

[Customer Address]

[City, State, ZIP Code]

Dear [Customer Name],

Thank you for bringing your recent experience with our product to our attention. We sincerely apologize for any inconvenience this may have caused and appreciate the opportunity to resolve the matter.

We have received the returned merchandise ([Product Name/Description], Order #[Order Number], returned on [Return Date]) and have processed your request for a refund. We are pleased to confirm that a refund in the amount of [Refund Amount] has been issued via your original method of payment. Depending on your financial institution, please allow [number] business days for the refund to be reflected in your account.

If you have any questions or require further assistance regarding this matter, please do not hesitate to contact us at [Customer Service Phone Number] or [Customer Service Email]. We value your business and look forward to serving you in the future.

Thank you for giving us the chance to make this right.

Sincerely,

[Your Name]

[Your Position]

[Company Name]