

Date: [Insert Date]

[Customer Name]
[Customer Address Line 1]
[Customer Address Line 2]

Subject: Refund Breakdown for Returned Merchandise â€” [Order/Invoice Number]

Dear [Customer Name],

Thank you for returning your recent purchase to [Your Company Name]. We appreciate the opportunity to resolve your request efficiently. Please find below a detailed breakdown of the refund processed for your returned merchandise:

| Description | Amount (USD) |
|--------------------------------|-----------------------|
| Cost of Returned Items | [Item Cost] |
| Restocking Fee (if applicable) | -[Restocking Fee] |
| Shipping Charges Adjustment | [Shipping Adjustment] |
| Total Refund Amount | [Total Refund] |

The total refund of **[Total Refund]** has been credited back to your original method of payment. Please allow 3â€“5 business days for the transaction to reflect on your account, depending on your financial institution.

If you have any questions regarding this refund or require further assistance, please do not hesitate to contact our Customer Service team at [Customer Service Email/Phone Number].

We value your business and hope to serve you again in the future.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]