

Refund Adjustment Letter (Shipping Fee Included)

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Subject: Refund Adjustment – Order # [Order Number], Including Shipping Fee Reimbursement

Dear [Customer Name],

We are writing in regard to your recent order (**Order # [Order Number]**) placed on [Order Date]. We regret any inconvenience you may have experienced and appreciate your patience throughout this process.

After reviewing your request concerning the return/refund for [describe item or service], we have processed your refund as follows:

- **Item/Product Price Refunded:** [Insert Amount]
- **[Original/Return] Shipping Fee Refunded:** [Insert Amount]

Total Refund Amount: [Insert Total Amount to be Refunded]

The refund has been issued to your original payment method and should appear in your account within [X] business days.

We strive to ensure complete satisfaction with our products and services, and your feedback is important to us. If you have any questions or require further assistance, please do not hesitate to contact us at [Customer Service Email/Phone Number].

Thank you for your understanding and for allowing us the opportunity to resolve this matter.

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