

REFUND LETTER

Recipient Name: _____

Recipient Address: _____

Subject:

Refund for Transaction and Related Terms

Dear Sir or Madam, This letter serves as a formal request and notification for a refund pursuant to the terms and conditions agreed upon between the parties. The undersigned party hereby requests the return of funds paid in connection with the transaction described herein. The following outlines the grounds, amount, and conditions regarding this refund.

1. Transaction Details:

Transaction ID / Reference No.: _____

Date of Transaction: _____

Amount Paid (USD): _____ USD

2. Reason for Refund:

Provide a detailed explanation for the refund request. This may include but is not limited to product defects, service non-performance, billing errors, or any other contractual or statutory grounds entitling the undersigned to a refund.

3. Refund Amount and Method:

Total Refund Amount (USD): _____ USD

Preferred Refund Method: _____

4. Conditions and Acknowledgements:

a) The refund will be processed within a reasonable time upon receipt of this letter and any required supporting documentation. b) This refund letter does not waive any other rights or remedies available under applicable United States law or contract. c) The undersigned affirms that the refund requested is accurate and justified under the terms of the agreement and applicable law. d) Any dispute arising from this refund request shall be governed by the laws of the United States and the appropriate state jurisdiction.

5. Contact Information:

Name: _____

Phone: _____

Email: _____

6. Signature:

Requester's Signature

Authorized Representative Signature

Signature: _____

Signature: _____

Thank you for your prompt attention to this matter.

Sincerely,

Name and Title

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