[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: RETURNED MERCHANDISE REFUND**

Dear [CONTACT NAME],

Now that we have received the merchandise that you returned to us on [DATE], we are enclosing a cheque for you totalling [AMOUNT].

We thank you for your careful packaging of the returned merchandise.

We apologise for circumstaces leading to the return of this merchandise, but hope that you will allow us to retain your business in the future.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]