

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Notice of Refund via Electronic Funds Transfer (EFT)

Dear [Customer Name],

This letter is to inform you that we have processed a refund following the cancellation of your [Service/Account Name], effective as of [Cancellation Date].

A credit in the amount of **[\$Refund Amount]** has been issued via Electronic Funds Transfer (EFT) to the bank account currently on file for your account ending in [Last 4 Digits of Bank Account].

Refund Details:

- **Reason for Refund:** [Reason, e.g., Unused balance / Overpayment]
- **Transaction Date:** [Date of Transfer]
- **Reference Number:** [Transaction Reference Number]

Please allow [3-5] business days for the funds to appear in your account, depending on your financial institution's processing times.

If you have any questions regarding this refund or if your banking information has changed, please contact our billing department at [Phone Number] or via email at [Email Address].

Thank you for your previous business.

Sincerely,

[Your Name/Department Name]
[Company Name]