

REFUND LETTER

Recipient Name: _____

Recipient Address: _____

Dear Sir/Madam,

We write to formally confirm the refund due to you as per our agreement. This letter sets out the terms and conditions under which the refund shall be processed and completed. Please read the following carefully to ensure mutual understanding.

1. Refund Amount

The total refund amount payable to you is: _____ GBP (British Pounds Sterling), which shall be paid in full subject to the terms outlined in this letter.

2. Method of Refund

The refund will be made via the following method (please specify): Bank transfer, cheque, or other mutually agreed means. Payment details must be provided to enable prompt processing.

3. Conditions for Refund

The refund is subject to the following conditions:

- The goods/services for which the refund is requested were returned or cancelled in accordance with the agreed terms.
- Any original documentation, receipts, or proof of purchase has been provided as requested.
- The refund request has been made within the applicable timeframe allowed under UK law and our agreement.
- No outstanding obligations exist on your part that would otherwise affect refund eligibility.

4. Limitation of Liability

Except as expressly provided herein, we exclude all warranties, conditions, and liabilities to the fullest extent permitted by law. Our liability in relation to the refund shall be limited to the amount refunded.

5. Governing Law and Jurisdiction

This refund letter and any dispute or claim arising out of or in connection with it shall be governed by and construed in accordance with the laws of England and Wales. The parties agree to submit to the exclusive jurisdiction of the courts of England and Wales.

6. Entire Agreement

This letter constitutes the entire agreement between the parties in relation to the refund and supersedes all prior agreements, understandings, and arrangements whether oral or written.

7. Acceptance

Please indicate your acceptance of the terms of this refund letter by signing below and returning a copy of this letter to us at your earliest convenience.

RECIPIENT'S SIGNATURE

ISSUER'S SIGNATURE

Signature: _____

Signature: _____

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