



Receipt of Refund Request Acknowledgment

Date: _____
To: _____
N#: _____
Address: _____
City, State, ZIP Code _____

Subject: Acknowledgment of Refund Request

Dear _____,

We have received your request for a refund and it is currently under review. We are carefully evaluating your request and will proceed with processing the refund within the next week.

Refund Request Details:

Original Amount Received by Developer : _____
- Refund Amount Requested: _____
- Previous Refunds _____
Balance After Refund: _____

We will notify you once the refund has been processed.

Please note the remaining balance in your account after the refund is completed, and keep it in mind for any future refund requests.

Should you have any questions or need further assistance, feel free to contact us at reimbursementscm@raleighnc.gov.