

Formal Advance Payment Return Letter

Subject: Return of Advance Payment

Dear [Recipient Name],

This letter is to formally confirm the return of your advance payment of [Amount] made on [Date] for [Purpose/Project]. The payment has been refunded through [Payment Mode], and the transaction reference number is [Reference Number].

We apologize for any inconvenience and appreciate your understanding. Please feel free to contact us if you have any questions regarding this transaction.

Sincerely,

[Your Name]

[Position]

[Company Name]

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