

Official Advance Payment Refund Letter

Subject: Official Confirmation of Advance Payment Return

Dear [Recipient Name],

We hereby officially confirm the return of the advance payment amounting to [Amount] made on [Date] for [Project/Service]. The refund has been processed via [Payment Method], and the transaction reference is [Reference Number].

Please retain this letter for your records. Should you have any questions, kindly reach out to our accounts department.

Sincerely,

[Your Name]

[Position]

[Company Name]

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