Advance Payment Return Letter With Apology

Subject: Refund of Advance Payment

Dear [Recipient Name],

We regret to inform you that we are unable to proceed with [Project/Service]. Therefore, the advance payment of [Amount] made on [Date] is being returned to you via [Payment Method], reference [Reference Number].

We apologize for any inconvenience caused and appreciate your understanding.

Sincerely,

[Your Name]

[Position]

[Company Name]

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