

Car Deposit Refund Letter Sample

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Refund of Car Deposit for [Car Make and Model]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a refund of the car deposit I made for the reservation of a [Car Make and Model] at [Car Dealership Name]. I regret to inform you that due to unforeseen circumstances, I am unable to proceed with the purchase of the aforementioned vehicle.

I would like to express my gratitude for your understanding during this process. I understand that the deposit amount was intended to secure the vehicle and initiate the purchase process. However, I am unable to continue with the transaction at this time and kindly request that the deposit amount be refunded to me in accordance with the terms and conditions of the deposit agreement.

To facilitate the refund process, I have included the relevant details below:

Name of Purchaser: [Your Full Name]

Date of Deposit: [Date of Deposit]

Amount of Deposit: [Deposit Amount]

Payment Method: [Payment Method Used for Deposit]

Please process the refund at your earliest convenience. I understand that any administrative fees or

deductions outlined in the deposit agreement will be applied, and I am in agreement with these terms.

If there are any further steps required from my end to initiate the refund process, please do not hesitate to inform me. I appreciate your prompt attention to this matter and look forward to a timely resolution.

Thank you for your cooperation. I hope to have the opportunity to do business with your dealership in the future.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: Copy of Deposit Receipt (if applicable)