

Official Refund Request Letter

Dear [Recipient Name],

I am writing to formally request the refund of my deposit of [Amount] paid on [Date] for [Purpose/Service]. As per our agreement, the deposit is refundable under the conditions fulfilled, and I believe all criteria have been met.

Please process the refund at your earliest convenience and inform me of the expected timeline. I appreciate your prompt attention to this matter.

Sincerely,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/request-letter-for-refund-of-deposit>