## **Urgent Email Message**

Hello [Recipient Name],

I am following up regarding my deposit of [Amount] paid on [Date] for [Purpose/Service]. I kindly request the immediate processing of this refund as it has been pending for [Duration].

Please confirm the status at your earliest convenience.

Thank you,

[Your Name]

## Get more templates here:

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