

Cancellation Based Refund Request

Dear [Recipient Name],

I had to cancel my [Service/Event/Booking] scheduled on [Date] and am requesting the refund of my deposit amounting to [Amount] paid on [Payment Date]. As per the cancellation policy, I am eligible for a full refund.

Kindly process this refund and provide confirmation once done.

Sincerely,

[Your Name]

Get more templates here:

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