

# Request Letter For Refund Of Down Payment

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Request for Refund of Down Payment

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a refund of the down payment that I made to [Company Name] on [Date] for the purchase of [Product/Service Name]. Unfortunately, due to unforeseen circumstances, I am unable to proceed with the transaction and would like to cancel the agreement.

Here are the details of the transaction:

- Transaction Date: [Date]
- Down Payment Amount: [Amount]
- Invoice/Receipt Number: [Number]
- Product/Service Name: [Name]

I understand that there might be specific terms and conditions regarding the refund process, and I kindly request you to provide me with the necessary information and forms to initiate the refund. I am willing to cooperate fully with the required procedures to expedite this process.

Please find attached copies of relevant documents, including the invoice/receipt, agreement, and any other documentation that you may require to process the refund. If there are any additional forms or information that you need from my end, please do not hesitate to inform me, and I will promptly provide the requested materials.

I understand that refunds might take some time to process, and I would appreciate it if you could confirm the estimated timeframe for the completion of the refund process. Additionally, please inform me of the mode of payment through which the refund will be processed, whether it will be through a check, bank transfer, or any other method.

I apologize for any inconvenience that this cancellation may cause, and I hope to resolve this matter as smoothly and promptly as possible. I value your understanding and cooperation in this regard. Thank you for your attention to this matter. I am looking forward to your prompt response. Should you require any further information or clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Full Name]

[Your Signature (if sending a physical copy)]

Enclosures: [List of enclosed documents]