

Formal refund request due to project cancellation

Subject: Request for Refund of Down Payment

Dear [Recipient's Name],

I am writing to formally request a refund of the down payment I made on [date] for [product/service/property] under the agreement dated [agreement date]. As you are aware, the project has been cancelled due to circumstances beyond my control, and I will not be proceeding further with this purchase.

According to the terms of our agreement, I am entitled to a refund of the down payment amounting to [amount]. I kindly request that this amount be reimbursed to me at the earliest convenience.

Please confirm the timeline and method by which the refund will be processed.

I appreciate your prompt attention to this matter and look forward to your confirmation.

Sincerely,

[Your Name]

Get more templates here:

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