

Urgent refund request with strict timeline

Subject: Immediate Refund Request for Down Payment

Dear [Recipient's Name],

This is an urgent request for the refund of the down payment amounting to [amount], made on [date] for [product/service]. Since the delivery of the product has been indefinitely delayed, I can no longer continue waiting.

I kindly request that the refund be processed immediately, no later than [specific date]. Please confirm when I can expect the refund.

Thank you for your swift cooperation.

Regards,

[Your Name]

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