

Heartfelt refund request due to personal hardship

Subject: Request for Refund of Down Payment Due to Personal Circumstances

Dear [Recipient's Name],

I hope this letter finds you well. Unfortunately, due to unforeseen personal circumstances, I am unable to continue with the purchase for which I paid a down payment of [amount] on [date]. This decision has been very difficult for me.

I kindly request that the down payment be refunded, as this will provide some financial relief during this challenging time. I truly appreciate your understanding and compassion in this matter.

Warm regards,

[Your Name]

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