

Refund request after contract cancellation

Subject: Refund of Down Payment after Termination of Agreement

Dear [Recipient's Name],

As per our agreement dated [date], I made a down payment of [amount] towards the purchase of [product/service]. However, following our recent discussions and the termination of the contract, I request the refund of this amount.

Kindly process the refund within [specified period] and confirm once it has been completed. I would also appreciate a written acknowledgment of this refund for my records.

Thank you for your cooperation.

Sincerely,

[Your Name]

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