

Sample Letter For Refund Of Booking House Deposit

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Request for Refund of Booking House Deposit

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a refund of the booking house deposit that I submitted for [Property Address] on [Booking Date]. Due to unforeseen circumstances, I am unable to proceed with the booking and would appreciate your assistance in facilitating the refund process.

Here are the details of the booking:

- Booking Date: [Booking Date]
- Property Address: [Property Address]
- Booking Amount: [Booking Amount]
- Payment Method: [Payment Method]

I regret to inform you that I am unable to proceed with the house booking due to [briefly explain the reasons for canceling the booking, such as changes in personal circumstances, financial constraints, etc.]. I understand that there might be applicable terms and conditions regarding refunds, and I am willing to comply with any necessary procedures to facilitate the refund process.

Please advise me on the required steps and any documentation that may be needed from my end to

initiate the refund. I kindly request your prompt attention to this matter, as I am currently in the process of making alternative arrangements.

I have attached copies of the relevant booking documents and receipts for your reference. If you require any additional information or documentation from my end, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

I appreciate your understanding and cooperation in this matter. Thank you for your prompt attention to my request. I am hopeful that we can resolve this matter efficiently and amicably. I look forward to receiving your response at your earliest convenience.

Thank you once again for your assistance.

Sincerely,

[Your Full Name]

[Your Signature (if sending a physical copy)]

[Enclosures: Copies of booking documents and receipts]