

Formal Refund Request Letter

Subject: Request for Refund of House Booking Deposit

Dear [Real Estate Agency/Property Owner],

I am writing to formally request a refund of my deposit for the house booked at [Property Address], under booking reference [Reference Number]. Due to [reason: change of plans, financial constraints, personal reasons], I am unable to proceed with the purchase/rental.

I kindly request that the deposit amount of [Deposit Amount] be refunded to my bank account [Bank Details] or through [preferred payment method] at your earliest convenience. Please confirm receipt of this request and the expected timeline for the refund.

Thank you for your cooperation and understanding.

Sincerely,

[Your Name]

[Contact Information]

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