

# **Urgent Refund Request Letter**

Subject: Urgent Request for Refund of Booking Deposit

Dear [Property Manager/Owner],

I am writing to request an urgent refund of my deposit for the property at [Property Address], booked under [Reference Number]. Due to unforeseen circumstances, I am unable to continue with the booking.

I would appreciate it if the refund of [Deposit Amount] could be processed immediately to [Bank Details or Payment Method]. Please provide confirmation of the refund process and timeline.

Thank you for your prompt attention.

Sincerely,

[Your Name]

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