

[Your Business Letterhead]

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Title]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Deposit Refund

I hope this message finds you well. We are writing to inform you regarding the refund of your deposit related to [specific project or service] that took place on [date].

As per our agreement, a deposit of [amount] was made on [date]. Due to [reason for refund, e.g., cancellation, project completion, etc.], we are initiating a refund of this amount.

We appreciate your understanding in this matter and would like to confirm that the total amount of [amount] will be processed and sent to you via [payment method] within [time frame, e.g., 7-10 business days].

Should you have any questions or require further assistance, please feel free to reach out to me directly at [phone number] or [email address].

Thank you for your continued support and partnership.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title]

[Your Company Name]