

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Deposit Refund Notification

I hope this message finds you well. I am writing to formally request the refund of my deposit of [amount] which was paid on [date of deposit] for [brief description of the purpose, e.g., rental property, service, etc.]. According to our agreement, I am entitled to a refund of this deposit due to [reason for refund, e.g., cancellation, end of service, etc.].

Please find attached any relevant documents related to this request for your reference. I kindly ask that you process this refund at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]