

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company/Property Name]  
[Company/Property Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Deposit Refund

I hope this message finds you well. I am writing to formally request the refund of my deposit for [describe the service or rental, e.g., apartment rental or event booking], which was made on [date of deposit].

As per our agreement, the deposit amount of [amount] was paid to secure [details about the service or rental]. I have fulfilled all obligations outlined in our agreement and would appreciate your prompt attention to processing my refund.

Please let me know if you require any further information or documentation to expedite this process. Thank you for your assistance.

Sincerely,  
[Your Name]