

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Deposit Reimbursement

I hope this letter finds you well. I am writing to formally request the reimbursement of my deposit amounting to [Deposit Amount] which was paid on [Date of Deposit] for [Description of the Purpose, e.g., renting a property, securing a service, etc.].

As per the agreement signed on [Date of Agreement], the deposit was to be refunded by [Date or Condition for Reimbursement]. However, I have yet to receive the funds.

Please find attached a copy of the original agreement and any relevant receipts for your reference.

I kindly ask you to process this reimbursement at your earliest convenience. If you need any further information or documentation, please do not hesitate to contact me.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]