

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company 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 a refund of the deposit paid for [specific service/item] on [date of payment].

Details of the deposit are as follows:

- Amount: [Deposit amount]
- Transaction ID/Receipt Number: [Transaction ID/Receipt Number]
- Date of Deposit: [Date of deposit]
- Reason for Refund: [Brief explanation of why you are requesting the refund]

According to our agreement and the policies outlined, I believe that I am entitled to a refund. Please let me know if you require any further information or documentation to process this request.

I appreciate your prompt attention to this matter and look forward to a timely resolution.

Thank you for your cooperation.

Sincerely,

[Your Name]