

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Deposit Refund

I hope this letter finds you well. I am writing to formally request a refund of my deposit for [specify reason, e.g., rental/security deposit, event booking, etc.].

Details of the transaction are as follows:

- Amount of Deposit: \$[amount]
- Date of Deposit: [date]
- Transaction Reference Number: [number, if applicable]

According to our agreement and the conditions outlined, I believe I am entitled to a full refund of the deposit. [You may include any specific reasons or supporting details here if necessary.]

Please process my refund at your earliest convenience. If you require any further information or documentation, do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]