Letter of Refund of down Payment

From,

[Your Name],

[Your Address],

[Your Phone Number]

[Your Mail]

Date:

To,

[Receiver’s Name],

[Address],

[Phone Number]

[Mail]

Dear [Name] Sir,

I am writing to request for the refund of a down payment I made in bid to process the purchase of the [Product name] from your Store. I made the order by [Date] but considering the turn of events I had to cancel the order which I got a response that the cancellation was approved. However, since the approval, I have not gotten a refund of the down payment I made earlier for the processing of the order.

I will like the request to be considered with a level of priority. Thank you.

Yours Sincerely,

[Your Name]