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Request email for refund of advance payment

From,The _____ (Sender's Details), _____ (Name) _____ (Details)Date: ____/____/____ (Date)To, _____ (Name) _____ (Address)Subject: Request for refund of advance paymentDear Sir/ Madam,Most humbly, I would like to inform you that I am _____ (name) and I am a resident of _____ (locality).Through this letter I would like to inform you that I have made an advance payment of _____ (amount) for _____ (booking/ reservation - purpose) of _____ (mention) and due the reason _____ (reason) the same was cancelled on ____/____/____ (date). Therefore, I request you to kindly refund the advance payment done. The same could be refunded through net banking/ cash/ neft/ any other. I shall be highly thankful. In case, any other query arises, you may contact me at _____ (contact number).Regards, _____ (Signature) _____ (Name) _____ (Contact Details)Incoming Search Terms:sample letter to request for refunding the advance payment doneadvance amount deposit refund request letter Sub: Refund request letter.

Dear [company name] team, I, [your name] purchased [product name] in your store/shop/website on [date], but is defective and not working properly. Therefore I would like to return it and want to get a refund. I am not interested in any replacement. So kindly repay my amount of ____ Rs. Please find attached a copy of the payment receipt with this letter. As a reputed company, hope you consider my request. Thanking you. Sincerely,Your name.Mobile no. EXAMPLE: Sub: Refund request. Dear Sir/Madam, My name is [your name] made a purchase of [product name] in your store/shop/website on [date]. I am not satisfied with its features and performance. So I want to return the product. Here I request you to refund my amount of ____ Rs and kindly find the attached receipt with this email. I hope you refund my money soon.

Annex VIII: Advance Payment Request Template

ORGANIZATION LETTERHEAD / LOGO

Date: DAY MONTH YEAR

To: Procurement and Contracts Officer
Iraq Operations Center
U.N. Office for Project Services
Amman – Jordan

Subj. Invoice (Ref. CONTRACT NUMBER)

Dear Sir,

With reference to our contract with UNOPS (CONTRACT NUMBER), dated Day Month Year, and in reference to Article 3.7 of the contract, you are kindly requested to release the advance installment of the contract budget, amounting to US\$ XXX. This will enable ORGANIZATION NAME to start implementing our project activities as per our workplan.

Kindly transfer the requested amount to our bank account as explained below:

BANK NAME
ACCOUNT NUMBER
ADDRESS

With best regards

NAME
POSITION
ORGANIZATION

Regards,Your name.Mobile no. EXAMPLE: ToThe principal,School/College name,Address. Sub: Request for refund of tuition fee.



Attachments
Templates

RETURN OF PURCHASE ORDER AND REQUEST ADVANCE PAYMENT

Date: October 22, 2017

To,
ATN
ADDRESS
POSTAL CODE
COUNTRY

Subject: Purchase Order Returned and Request Advance Payment

Dear Mr./Mrs. _____,

Your purchase order has been referred to me. I note that the third item on the order is 50,000 of our Model 310 American Flags at a price of \$13.10 each. While we appreciate an order of this size, the terms and conditions on page 233 of our catalog clearly specify that overseas orders are accepted with full payment in advance, and with an amount sufficient to cover shipping.

We are therefore returning your purchase order. Please resubmit your order with either a sight draft, or an irrevocable letter of credit. We anticipate shipping charges to be in the neighborhood of \$1.00 U.S. per flag ordered.

Thank you for your order. We look forward to serving you in the near future.

Yours sincerely,

<Signature>
<NAME / FORMAL NAME + TITLE>

Respected Sir/Madam, My name is [your name] made a payment of ____ Rs on [date] to join [course name] in your school/college. But because of some personal reasons, I couldn't able to join the course. Therefore I request you to kindly refund my fee amount. Please find the attached copy of the payment receipt enclosed with this letter. Thanking you. Sincerely,Your name. ToThe branch manager,Bank name,Address. Sub: Request for refund of money. Dear Sir/Madam, I am [your name], the account holder of your bank with a/c no. 3214XXXX456 writing this letter regarding the refund of my money. On [date] at [time] I made a transaction of Rs _____ on [website/shop name] using your bank's intent banking service. But the transaction was failed and the amount was deducted from my bank account twice. Therefore I request you to kindly refund my money of ____ Rs. Kindly find the enclosed bank statement herewith for your verification. Sincerely,Your name.Mobile no. To[Sender details],Address. Sub: Refund request for the advance amount. Dear Sir/Maam, I, [your name] made an advance payment of ____ Rs towards the purchase of [product/service name]. But unfortunately, I couldn't able to arrange the remaining money as I am not getting any bank loan. Therefore I want to cancel my transaction and request you to refund my advance amount. Please find the attached proof of payment. Thanking you. Sincerely,Your name.Mobile no. To[Sender Details],Address. Sub: Advance amount refund request. Dear Sir/Madam, My name is [your name] paid an advance amount of ____ towards [product/service] on [date]. But till now I haven't received the product/service, even after ____ days since my order/booking. As I don't need that product/service anymore, I would like to cancel my purchase and kindly refund my advance amount of ____ Rs. Please find the attached payment receipt Thanking you. Sincerely,Your name. ToThe principal,School/College name,Address. Sub: Application for refund of tuition fee. Respected Sir/Madam, My name is [your name] studying [course name] at [college name], writing this letter regarding the refund of my tuition fee. I have been suffering from Typhoid for the last 15 days therefore I cannot able to attend the semester exams. Therefore I decided to take a gap for this academic year. Hence I am not attending my semester exams I request you to refund my tuition fee amount of ____ Rs, which will be a great help to me. I shall be obliged to you in this matter. Thanking you. Yours faithfully,your name. ToThe Principal,University/College name,Address. Sub: Refund request of tuition fee. Respected Sir/Madam, I am [your name], got an admission in your college/university to study [course name], and I have paid a tuition fee amount of ____ Rs on [date]. But after attending the second counseling I got admission at [college name] to study [course name]. Keeping in view of my future I would like to join there. Therefore I request you to kindly refund my tuition fee, which will be very helpful to me. Please find the fee payment receipt enclosed with this letter. I hope you consider my request. Thanking you. Yours sincerely,Your name.Mobile no. To[Sender Details],Address. Sub: Downpayment refund request. Dear Sir/Madam, I am [your name] paid a downpayment of ____ Rs to order/book _____ [product name] on [date] through cash/netbanking/phonepe/cheque. But due to some personal reasons I would like to cancel my order/booking. Therefore I request you to kindly cancel my order/booking and refund my downpayment amount. Please let me know if you need any further information. I hope you will refund me soon. Thanking you Sincerely,Your name. ToThe branch manager,Insurance company name,Address. Sub: Refund request. Dear Sir/Madam, My name is [your name] paid an amount of ____ Rs in the favour of [insured person name] on [date] through net banking/cash/cheque/Phonepe towards [policy name]. But after doing some research I got to know that the policy is not suitable for me. I know that my policy is not registered yet, so I request you to please cancel my registration and return my amount.



An inappropriate policy doesn't fulfill my insurance needs, so keeping this in consideration kindly refund my amount. You can repay me through any of the following modes like cash/net banking/UPI/ cheque mode. Please give me a call on 9456XXX564 for any further information. Thanking you. Regards,Your name. ToThe principal,School/college name,Address. Sub: Request for refund of excess payment. Dear Sir/Madam, I am [your name] paid a fee of ____ Rs on [date] towards the admission fee for [course name]. But by mistake, I have paid an excess amount. My actual fee amount is ____ Rs but I have paid ____ Rs. Therefore I request you to kindly refund my excess amount of ____ Rs either by cash (or) through online mode. Here is my bank account details: Full Name: _____ Bank name: _____ IFSC code: _____ (OR) Phone pe/Googlepay no. _____. Kindly find a copy of the payment receipt enclosed with this letter. Thanking you. Sincerely,Your name.Mobile no. ToThe branch manager,Bank name,Address. Sub: Refund request letter for wrong payment. Dear Sir/Madam, My name is [your name], a savings bank account holder of your bank with a/c no. [3245XXXX25].

Salary in Advance Form

(Request for Salary in Advance)

Name : _____

Employee Code : _____

Candidate Name : _____

Designation : _____

Department : _____

HSPC Bank A/c No. : _____

Amount claimed : Rs. _____

Date of claim : _____

Applicant's Signature : _____

(FOR USE OF FINANCE & ACCOUNTS DEPARTMENT ONLY)

(A) Expected Net Salary

Rs.

(B) Amount Eligible (50% of (A))

Rs.

(C) Amount claimed

Rs.

(D) Advance Salary to be paid

Rs.

(E) or (B) whichever is less

Rs.

Amount in words : _____

Rupees : _____

Date of receipt : _____

Received : Rs. : _____

Prepared by : _____

Verified by : _____

Authorised by : _____

Receiver's Signature : _____

This letter is regarding the refund request for failed mobile recharge. While recharging my mobile on [date] at [time] through net banking, the amount was deducted but the transaction was failed. When I tried to recharge for the second time then the transaction was successful, but overall I have paid twice. Therefore I request you to kindly refund the amount for the failed transaction, here is the reference number of that transaction _____. Looking forward to getting a refund. Thanking you. Sincerely,Your name.Mobile no. What to do if the company won't refund me? If a company is not fulfilling their refund policy guidelines then you can contact the consumer forum (or) you can also proceed legally through a lawyer. In how many days companies will refund? It depends on the payment mode used using the purchase, in most cases, companies will refund in 3-14 days. In case of direct purchase & return of physical goods in a store, you can get a refund even in one day also. Can the store refuse a refund? Yes, depending upon the return policy (or) condition of the returned product companies may refuse to refund. Is it bad to ask for a refund? It is not bad, if a product doesn't fulfill your needs as per their advertisement then you can definitely ask for a refund. Most companies will refund without any issues. Recommended: Sample Request Letter format to Refund Payment[Below explain sample request letter to refund payments from clients, vendor or from school, college and university.

March 10, 2017

123 Ocean Street
Santa Cruz, CA 95060

Re: Return of Security Deposit

I am writing to request that you return my security deposit as required under California Civil Code §1950.5.

I vacated the premises at 111 Ocean View Lane, Santa Cruz, CA on December 15, 2016. Pursuant to Cal. Civ. Code §1950.5, you were required, by January 5, 2017, to refund my security deposit and/or provide an itemized statement listing any amounts you have withheld.

As of today, I have not received my security deposit or an itemized statement.

If you do not return my security deposit by March 20, 2017, I will proceed with a small claims action to recover the entire amount of my deposit.

You may also be responsible for damages up to two (2) times the amount of the security deposit for illegally withholding my security deposit. I retain the right to seek additional damages up to the amount allowed by law in a small claims proceeding.

If you wish to discuss this matter, I can be reached at the address and telephone listed below.

Sincerely,

Signature

Tom T. Tenant
363 Google Lane
Mountain View, CA 94040
(telephone: (831)555-1234)

You can use this letter for any kind of payment return. You can modify these formats as your requirement.]Date...Authority name...Company/Institute Name...Address...Sub: Letter for Refund of Payment for Purchased ItemsDear (Name),As per our last purchase order we sent you back some defected items. Now I am writing to request you for the refund the payment against defected items as early as possible. Thanking you.Sincerely.Your Name...Manager Purchase...Company name and address...Another format,Date...Authority name...Company/Institute Name...Address...Sub: Application for Payment Refund after Venue BookingDear (name),I booked your banquet hall "ABC Banquet" last week (Date) for my marriage ceremonies (cause of booking) in next month. Unfortunately, my marriage is cancelled due to some family issues. (Show your causes and problems). I request you to please refund my advance payment. Therefore I will book your venue again after the new arrangements. I will be thankful to you.Your Name...Company name and address... ➤