

# Application for Returning Telecom Security Deposit

Date: \_\_\_\_\_

To,  
The Manager,  
[Telecom Company Name],  
[Company Address],  
[City, State, Zip Code]

Subject: Application for Returning Security Deposit

Dear Sir/Madam,

I am writing to formally request the return of the security deposit made for my telecom service connection, account number [Your Account Number].

Details of the account are as follows:

- Account Holder Name: [Your Name]
- Service Address: [Your Service Address]
- Deposit Amount: [Deposit Amount]
- Connection Date: [Connection Date]
- Disconnection Date: [Disconnection Date]

As per the terms and conditions of the service agreement, I am eligible for a refund of the security deposit now that my account has been settled and closed. The attached documents include my account statement and proof of payment for the deposit.

I kindly request you to process my refund at your earliest convenience. Please let me know if any further information is required.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Phone Number]  
[Your Email Address]