

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

Recipient Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the status of my telecom deposit return, which was made on [Deposit Date]. As per our agreement, the deposit was to be refunded within [Number of Days] days after the termination of services, which took place on [Service Termination Date].

As of today, I have not yet received the refund, and I would appreciate any updates you could provide regarding this matter. If there are any issues or additional information required from my side, please let me know, so we can resolve them promptly.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]