

Request for Telecom Deposit Refund

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

Customer Service Department

[Telecom Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Refund of Telecom Deposit

Dear Customer Service,

I am writing to formally request a refund of my deposit associated with my account ([Insert Account Number]). I have closed my account on [Insert Closing Date] and would like to initiate the refund process for the deposit made on [Insert Deposit Date].

According to your policy, I understand that I am eligible for a full refund, and I kindly request that the amount be processed back to my original payment method.

Please let me know if you require any further information or documentation to expedite this process. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]