

Refund Appeal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Subject: Request for Refund for Canceled Vendor Contract

Dear [Vendor's Name],

I am writing to formally appeal for a refund following the cancellation of our vendor contract dated [Insert Contract Date]. The decision to cancel the contract was made due to [briefly explain reason for cancellation].

As per our agreement, I believe I am entitled to a full refund of the deposit paid amounting to [Insert Amount]. I have attached a copy of the contract and any relevant correspondence for your reference.

I would appreciate your prompt response to this matter, as it is important to resolve this as soon as possible. Please let me know if you require any further information to expedite the refund process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]