

Formal Notice for Deposit Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves as a formal notice regarding the request for a deposit. As per our agreement dated [Insert Agreement Date], a deposit of [Insert Amount] is required to secure [briefly describe the purpose, e.g., rental, service, etc.].

We kindly ask that you make this deposit by [Insert Due Date] to avoid any delays in the process. Payment can be made through [insert payment method details].

If you have any questions or require further information, please do not hesitate to contact me at [Insert Your Phone Number] or [Insert Your Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]