

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my refund for the down payment I made on [Date of Payment] for [Product/Service Name]. The transaction reference number is [Transaction Number].

As per our previous communication, the expected timeline for the refund was [Expected Refund Timeline]. However, I have not yet received the refund, and I would appreciate any updates you can provide regarding this situation.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]