

Letter of Request for Returned Deposit

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

[Recipient's Name]
[Company/Organization Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the return of my deposit in the amount of [amount of deposit] that was paid on [date of payment] for [reason for the deposit, e.g., rent, utility service, etc.]. As per our agreement and the stipulated terms, the deposit is due for return.

Please let me know the next steps for processing this request. I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for your cooperation.

Sincerely,
[Your Name]