**Sample Letter For Request A Refund Email Format**

Dear Mr/Mrs

This is about the order of sales as a place by us \_\_\_\_\_\_\_\_\_\_(Date). We want to bring to your attention that in the subsequent weeks the order has been canceled by us. The same has been informed to you by the Letter no.\_\_\_\_\_\_\_ date\_\_\_\_\_\_\_\_ (Date).There has been no communication from your side for refunding the amount.

We want to insist on the refund of the advance amount paid by us while placing the order. The net amount Rs\_\_\_\_\_\_\_ as paid by Demand Draft no.\_\_\_\_\_\_\_\_\_\_ on date\_\_\_\_\_\_\_\_\_(Date) is to be kindly returned as the agreement remains defunct.

Kindly arrange for the early payment of the refund amount instead than the earliest possible.

All the communications in this regard may be addressed directly to the manager sales department.

Yours,

Name \_\_\_\_\_\_\_\_\_\_\_\_

Designation\_\_\_\_\_\_\_\_\_\_\_\_