

Refund Request Letter

Receipt Number: _____

Dated: _____

We/I, Name of the Party booked the Hall Name of Hall booked for the Program Program Name on Date and Paid amount of Rs. as a Deposit. We request you to refund the deposit Amount.

Name of the Party: _____

Full Address: _____

Signature: _____

Stamp

Please Note:

- Please Print above letter on your letter head with authorize person signature and organisation stamp and submit in booking office along with Payment Details Form "A" and original receipts. No refund will be made without Original receipt