

Business Vendor Advance Refund Message Template

Subject: Refund Request for Advance Payment - Invoice #[Number]

Dear [Vendor Name/Accounts Department],

We are requesting a refund of the advance payment of \$[Amount] made on [Date] for [project/service/goods]. Due to [project cancellation/service not rendered/goods not delivered/contract termination], we require a full refund of the advance amount.

As per our agreement dated [Date], advance payments are refundable under these circumstances.

Please process the refund to the original payment method within [timeframe] days.

We look forward to your immediate response and resolution.

Sincerely,

[Your Name]

[Title]

[Company Name]

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