

Construction Contractor Advance Refund Email Template

Subject: Advance Payment Refund - Project #[Number]

Hi [Contractor Name],

I need to request a refund for the advance payment of \$[Amount] I made on [Date] for the [project description]. Unfortunately, due to [permit issues/budget constraints/timeline changes/property sale], we need to cancel the project and request return of the advance.

According to our signed agreement, advances are refundable if work hasn't commenced. Since no materials have been purchased or work started, I expect a full refund within [number] business days.

Please confirm receipt of this email and provide a timeline for the refund processing.

Thanks,

[Your Name]

[Phone Number]

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<https://www.lettersandtemplates.com/letters/advance-amount-refund-request-letter>