



Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You for Your Patience

Dear _____ (Name of the Recipient)

With this letter, we would like to thank you for your patience. We want to inform you that we have initiated the refund of the security deposit paid by you at the time of your college admission. The refund of the amount XXXX has been transferred on Date XXXX to your account number XXXX through bank transfer.

We want to thank you for keeping patience and understanding while we completed our college formalities and documentation of deposit refund. We hope you haven;t faced any inconvenience due to the delay in initiating the refund.

Please contact us on the mentioned email - support@abc.com in case of any queries.

Sincerely,

(Signature)

Sender's Full Name