

# Lost Payment Refund Request

Date:

---

To:

---

From:

---

Contact:

---

Dear **[Recipient's Name or Department]**,

I am writing to formally request a refund for a payment that appears to have been lost or not received by your institution. Below are the details of the transaction:

**Payment Date:**

---

**Payment Method (e.g., bank transfer, cheque, etc.):**

---

**Transaction Reference/ID:**

---

**Amount Paid:**

---

**Additional Details (if any):**

---

Kindly initiate the refund process for the lost payment at your earliest convenience. If you require any further information or supporting documents, please let me know.

Thank you for your prompt attention to this matter.

**Sincerely,**

---

Your Name

## Important Notes:

- Always attach supporting documents (such as payment receipt, proof of transaction, or bank statements) if available.
- Make sure to clearly mention all transaction details to avoid confusion or delays.
- Keep a copy of this request and all correspondence for your records.
- Follow up with the recipient if you do not receive a response within a reasonable time.
- This template should be adapted as per specific organizational requirements or policies.