

Undertaking for Refund Not Received

Date: _____

To,
The Manager,
[Name of the Organization/Company]
[Full Address]

Subject: Undertaking for Refund Not Received

Respected Sir/Madam,

I, **[Your Full Name]**, S/o/D/o/W/o **[Father's/Husband's Name]**, residing at **[Full Address]**, hereby state and undertake as follows:

1. That I made a payment of Rs. **[Amount]** on **[Date]** for **[Purpose or Service]** via **[Mode of Payment: Online/NEFT/Cheque/etc.]**.
2. That the said transaction/reference number is **[Transaction/Reference Number]**.
3. That I have not received any refund amount, either in part or full, against the above transaction as on date.
4. That in case I subsequently receive the refund from any other source, I undertake to intimate the organization immediately and return/refund any duplicate/excess payment, if any.
5. That the details provided above are true and correct to the best of my knowledge and belief.

Kindly process my request and do the needful at the earliest.

Place: _____

Date: _____

Signature of Applicant

Name: [Your Full Name]
Contact No.: [Your Number]

Important Notes:

- This format is a sample and should be customized to your specific case.
- Attach relevant payment proof and correspondence for quick processing.
- False declaration in this undertaking may have legal consequences.
- Please check and follow the specific requirements of the concerned organization before submission.