

Premium Refund Approval

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you that your request for a premium refund due to overpayment has been approved. After a thorough review of your account, we have confirmed that an overpayment was made during the premium payment process.

The total refund amount approved is: **[\$[Insert Amount]]**. This amount will be processed and issued to you via your preferred payment method within the next 7-10 business days.

We sincerely apologize for any inconvenience this may have caused and appreciate your understanding in this matter. If you have any questions or need further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your continued trust in us.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]