

# Advance Payment Rebate Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a rebate on the advance payment made on [insert date of payment] for [insert description of service or product]. As per our agreement, I believe I am eligible for a rebate due to [briefly explain reason, e.g., early payment or contractual terms].

The advance payment was in the amount of [insert amount]. I kindly ask that you review this request and process the rebate at your earliest convenience. Attached are the relevant documents for your reference.

Thank you for your prompt attention to this matter. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]