

Credit Balance Refund Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Account Number]

[Bank/Company Name]

[Bank/Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a refund of the remaining credit balance in my account, [Insert Account Number], as I am in the process of closing my account with your institution.

As of [Insert Date], my account reflects a credit balance of [Insert Amount]. I kindly ask that this amount be refunded to me at your earliest convenience. Please confirm the closure of my account and the processing of my refund.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]