

Credit Balance Refund Request

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a refund for the credit balance remaining in our business account ([Insert Account Number]) with your company.

As of [Insert Date], the account reflects a credit balance of [Insert Amount]. We would like to request that this amount be refunded to our bank account. Below are the details for the refund:

- Account Holder Name: [Your Company Name]
- Bank Name: [Your Bank Name]
- Account Number: [Your Account Number]
- Routing Number: [Your Routing Number]

Thank you for your prompt attention to this matter. Please confirm the receipt of this request and let us know if you require any further information.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Phone Number]
[Your Email Address]