

Credit Balance Refund Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Institution Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a refund of the credit balance on my account related to disputed transactions. My account number is [insert account number], and the disputed transactions occurred on [insert dates of transactions].

Details of the Disputed Transactions:

- Transaction Date: [Insert Date] - Amount: [Insert Amount]
- Transaction Date: [Insert Date] - Amount: [Insert Amount]
- Transaction Date: [Insert Date] - Amount: [Insert Amount]

Despite my previous communications regarding these transactions, the issue remains unresolved. Therefore, I kindly request a review of my account and a prompt refund of the credit balance.

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

Sincerely,

[Your Name]