

Credit Balance Refund Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a refund of the credit balance resulting from an overpayment on my account. My account number is [Account Number].

Upon reviewing my recent transactions, I noticed that an overpayment of [Amount] was made on [Date of Payment]. I would appreciate it if you could initiate the refund process at your earliest convenience.

Thank you for your prompt attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any additional information.

Sincerely,

[Your Name]