

Credit Balance Refund Appeal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Representative's Name],

I am writing to formally request a refund of my personal credit balance of [Insert Amount] on my account number [Insert Account Number].

After reviewing my account, I noticed that I have a balance that I believe is eligible for a refund. I have attached supportive documents, including my account statements and previous correspondence related to this matter.

As a loyal customer, I appreciate your assistance in resolving this issue promptly. Please let me know if you require any further information or documentation to process this request.

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

Sincerely,

[Your Name]