

Credit Balance Refund Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a refund for the credit balance on my account with [Company Name]. As of [Insert Date], my account shows a credit balance of [Insert Amount].

For your reference, my account number is [Insert Account Number]. I kindly ask that you process this refund at your earliest convenience. Please let me know if you require any further information to expedite this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]