

Credit Balance Refund Request

Your Name: [Your Name]

Your Address: [Your Address]

Your City, State, Zip: [Your City, State, Zip]

Email: [Your Email]

Phone: [Your Phone]

Date: [Date]

[Company's Name]

[Company's Address]

[Company's City, State, Zip]

Dear [Recipient's Name or Customer Service],

I am writing to request a refund for the credit balance on my account. My account number is [Your Account Number]. I noticed that there is a remaining balance of [Amount] that I would like to have refunded to me.

Please let me know if you require any additional information to process this request. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]