

Urgent Credit Balance Refund Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to urgently inquire about the refund of my credit balance associated with my account ([Your Account Number]).

Despite my expectations for a timely refund, I have yet to receive any confirmation or updates regarding this matter. The amount in question is [Insert Amount], which was requested on [Insert Date of Request].

I would greatly appreciate your prompt assistance in processing this refund. Please let me know if any further information or documentation is required from my end.

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

Sincerely,

[Your Name]