

Credit Balance Refund Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name or Customer Service],

I am writing to formally request a refund for the credit balance on my account, account number [Your Account Number]. As of [Date], my account shows a credit balance of [Amount].

According to your policies, I understand that I am eligible for a refund of this amount. I would like to request that the refund be processed to my original payment method.

Please find attached any relevant documentation supporting my request. If you need further information or clarification, do not hesitate to contact me at [Your Phone Number or Email].

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

Sincerely,

[Your Name]