

Premium Overpayment Refund Status Inquiry

Date: [Insert Date]

To: [Insurance Company Name]

Attn: Customer Service Department

Address: [Insurance Company Address]

Dear Customer Service Team,

I hope this message finds you well. I am writing to inquire about the status of my premium overpayment refund. My policy number is [Insert Policy Number] and the overpayment was made on [Insert Date of Overpayment].

It has been [Insert Time Period] since I submitted my refund request, and I would appreciate any updates you can provide regarding the processing of my refund.

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

Sincerely,

[Your Full Name]

[Your Address]

[Your Email Address]

[Your Phone Number]