

Refund Appeal for Prepaid Balance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request a refund for my prepaid balance associated with my account, **[Your Account Number]**. Due to unforeseen circumstances, I am unable to utilize the remaining balance and believe I am entitled to a reimbursement.

Despite having reached out previously regarding this matter, I have yet to receive a resolution. The details of my account and the prepaid balance are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Prepaid Balance Amount: [Amount]
- Date of Last Transaction: [Transaction Date]

As stated in your company policy, I understand that customers are eligible for a refund under specific circumstances. I kindly request you to review my case and process the refund at your earliest convenience.

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

Sincerely,

[Your Name]