

Prepaid Balance Refund Application

Date: [Insert Date]

To,

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Application for Prepaid Balance Refund

Dear [Customer Service Manager/Specific Name],

I hope this message finds you well. I am writing to formally request a refund of my prepaid balance associated with my account ([Your Account Number or ID]).

Due to [brief explanation of the reason, e.g., "the closure of my account" or "a change in circumstances"], I no longer require the services associated with this balance.

I have verified that my remaining prepaid balance is [amount]. I kindly ask that you initiate the refund process at your earliest convenience. If you require any further information or documentation, please do not hesitate to contact me.

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

Sincerely,

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]