

Prepaid Balance Refund Inquiry

Date: [Insert Date]

To:

[Company Name]

[Company Address]

Dear Customer Service,

I hope this message finds you well. I am writing to inquire about the refund process for my prepaid balance with account number [Your Account Number]. My account has a balance of [Amount] that I would like to request as a refund.

For your reference, the following details pertain to my account:

- Account Name: [Your Name]
- Email Associated with Account: [Your Email]
- Phone Number: [Your Phone Number]
- Date of Last Transaction: [Date]

I would appreciate your assistance in processing this refund and would like to know the expected timeframe for completion. If there are any forms or additional information required, please let me know.

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

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]