

Prepaid Balance Refund Procedure Request

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Customer Service

Company Name

Company Address

City, State, Zip Code

Dear Customer Service,

I am writing to formally request a refund of my prepaid balance associated with my account. My account number is [Your Account Number], and the prepaid amount I wish to have refunded is [Amount].

I understand the company's refund policy states [Briefly mention the policy], and I believe I am eligible for a refund under these terms.

Please find attached any necessary documentation to support my request. I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]