

# Prepaid Balance Refund Request

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]

[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Customer Service Team/Specific Contact 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/ID]. Due to [brief explanation of the reason for the refund request, e.g., account closure, service discontinuation, etc.], I believe it is appropriate to request a refund of the remaining balance.

As of [last transaction date], my account balance is [mention amount]. Enclosed are my account details and any necessary documentation to facilitate the refund process.

I kindly request that the amount be refunded to the original payment method used or sent to my bank account as specified below:

Bank Name: [Your Bank Name]  
Account Name: [Your Account Name]  
Account Number: [Your Account Number]  
Routing Number: [Your Routing Number]

Please let me know if you require any further information to process this request. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,  
[Your Name]