

Prepaid Balance Refund Resolution

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Recipient's Name],

I am writing to formally request the resolution of my prepaid balance refund for the account associated with [Your Account Number]. Due to [reason for refund], I believe I am entitled to a refund of the remaining balance.

Please find the details of my account and the prepaid balance below:

- Account Number: [Your Account Number]
- Prepaid Amount: [Amount]
- Request Date: [Request Date]

I would appreciate your prompt attention to this matter and a confirmation of my refund at your earliest convenience. Should you need any further information or documentation, please do not hesitate to contact me via the information provided above.

Thank you for your assistance.

Sincerely,

[Your Name]