

Installment Refund Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request an adjustment for the refund of my car loan installments. My loan account number is [Insert Loan Number]. Due to [briefly explain reason, e.g., overpayment, error in payment processing], I believe I am entitled to a refund adjustment.

I have attached supporting documents, including [list of attached documents, if any], for your review.

I would appreciate it if you could process this request at your earliest convenience. Please contact me at [Your Phone Number] or [Your Email] if you need any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]