Installment Refund Clarification

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, ZIP Code]

Dear [Lender's Name],

I am writing to request clarification regarding the installment refund associated with my mortgage loan account number [Your Account Number]. I need to understand the specifics of the refund process and any outstanding balance on my account.

On [Date of Payment], I made a payment of [Amount] towards my loan. However, due to [Reason for Refund], I would like to inquire about the timeline and procedure for receiving my refund.

Could you please provide me with detailed information regarding the status of my refund request? I would appreciate any documentation or further clarification on the matter.

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

Sincerely,

[Your Name]

[Your Phone Number]