

Request for Installment Refund Details

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Loan Officer's Name]

[Bank/Loan Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to formally request the details regarding the refund of my installments on the unsecured loan I took on [Loan Date], with the loan account number [Account Number].

As per our conversation on [Date of Conversation], I would like to clarify the amount eligible for a refund and the procedure involved in handling it. Kindly provide me with:

- Total amount paid to date
- Number of installments due and the number of installments refunded
- Any applicable penalties or fees associated with the refund process
- Estimated timeframe for completion

Your prompt attention to this matter would be greatly appreciated, as it will assist me in planning my finances moving forward.

Thank you for your cooperation. I look forward to your timely response.

Warm regards,

[Your Name]