

# Student Loan Installment Refund Explanation

Date: [Insert Date]

To: [Student's Name]

[Student's Address]

[City, State, Zip Code]

Dear [Student's Name],

We hope this letter finds you well. We are writing to inform you regarding the recent adjustments made to your student loan account.

After reviewing your payment history and the terms of your loan agreement, we found that you have overpaid your installment for the period of [Insert Time Frame]. As a result, you are eligible for a refund of the excess amount paid.

The total amount of your refund is [Insert Refund Amount], which will be processed and issued to you by [Insert Date]. The refund will be sent via [Insert Method of Refund - e.g., check, electronic transfer].

If you have any questions or require further assistance, please do not hesitate to contact our office at [Insert Contact Information]. We appreciate your attention to this matter and thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Institution's Name]

[Institution's Address]

[Contact Information]