

# Installment Refund Notification

Date: [Insert Date]

Dear [Borrower's Name],

We hope this message finds you well. We are writing to inform you about the refund of an installment for your secured loan account number [Insert Account Number].

After reviewing your account, we have determined that an excess amount was collected. Therefore, we are pleased to notify you that a refund of [Insert Amount] will be processed to your account.

The refund is expected to be completed by [Insert Refund Completion Date]. You may see the reflection of this transaction in your account within [Insert Time Frame].

If you have any questions or require further assistance, please do not hesitate to contact our customer service at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email Address]