Loan Overpayment Refund Request

[Your Name]

[Your Business Name]

[Your Business Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Company Name]

[Lender's Address]

[City, State, ZIP Code]

Dear [Lender's Name],

I am writing to formally request a refund for the overpayment made on my business loan, account number [Your Account Number]. After reviewing my payment records, I have noticed that an excess amount was paid in the recent installments.
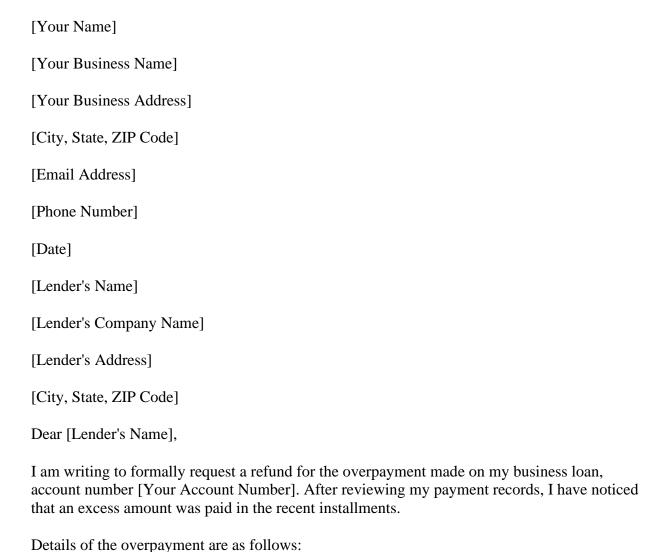
Details of the overpayment are as follows:

- Original Loan Amount: [Original Amount]
- Total Payments Made: [Total Payments Made]
- Scheduled Payments: [Scheduled Payments]
- Overpayment Amount: [Overpayment Amount]

According to my calculations, the overpayment comes to a total of [Overpayment Amount]. I kindly request that this amount be refunded to my business bank account, [Your Bank Account Details], at your earliest convenience.

Attached are copies of my payment records and loan agreement for your reference.

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

Sincerely,

[Your Name]

[Your Title]