

Loan Overpayment Refund Request

[Your Name]
[Your 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 an overpayment on my loan account with [Lender's Company Name]. Upon reviewing my payment statements, I have identified an error that has resulted in an excess payment.

Details of my loan account are as follows:

- Loan Account Number: [Your Loan Account Number]
- Payment Date(s): [Date(s) of Overpayment]
- Amount Overpaid: [Amount of Overpayment]

According to my calculations, the total amount I overpaid is [Total Overpaid Amount]. I kindly request that this amount be refunded to me at your earliest convenience. Please find attached the relevant documentation supporting my request.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]