Loan Overpayment Refund Request

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]

[Lender's Name]
[Lender's Address]
[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request a refund for an overpayment made on my installment loan account, account number [Insert Account Number]. After reviewing my payment history, I have discovered that I overpaid my loan balance in the amount of [Insert Overpayment Amount].

Details of the loan are as follows:

- Loan Amount: [Insert Loan Amount]
- Loan Disbursement Date: [Insert Date]
- Payment Schedule: [Insert Payment Schedule]

Please find enclosed copies of my payment statements, highlighting the overpayments made. I kindly request that you review my account and initiate the refund process for the overpaid amount at your earliest convenience.

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

Sincerely,

[Your Name]