

Loan Overpayment Refund Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 the overpayment made on my loan account [Loan Account Number]. After reviewing my payment history, I have identified an overpayment of [Amount] made on [Date of Overpayment].

Attached to this letter are the following supporting documents:

- Copy of loan agreement
- Payment history statement
- Evidence of overpayment (receipt or bank statement)

As per our agreement, I believe that I am entitled to a refund of this overpayment. I kindly request that the refund be processed at your earliest convenience. Should you need any further information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]