**Subject:** Request for Adjustment & Transaction Processing

Dear Sir/Madam,

I hope you are doing well. I would like to request assistance with the following transactions on my account:

**Customer Details:**

* **Name:** *Sophia Anderson*
* **Account Number:** *567890123*

**Request Details:**

1. **Adjustment Request** – I recently noticed an overpayment on my account and would like to request a refund of **$420**. Kindly review and process this adjustment.
2. **Fund Credit** – I am expecting a deposit of **$3,000** from an **insurance claim settlement**. Please confirm once the amount is credited to my account.
3. **Fund Transfer** – I would like to transfer **$950** from my account to make a **loan repayment**. Kindly process this request and share the confirmation once completed.

Please let me know if any further details are needed. I appreciate your assistance and look forward to your confirmation.

Best regards,  
**Sophia Anderson**