



## KENTOURS SACCO SOCIETY LTD.

P.O. Box 79333-00200 Nairobi, Kenya • Tel. 2227192 • Cell: 0722 968596 or 0733 667596  
Email: info@kentours.co.ke

Date .....

Name .....

Address .....

Telephone No. ....

To the Manager,  
Kentours Sacco Society Ltd,  
Nairobi.

Dear Sir/Madam,

### **REF: REFUND OF OVER DEDUCTED AMOUNT**

I wish to apply for a refund of an over deducted/payment amount from my salary/remittance. I was supposed to pay of Ksh ..... (Amount in Words) ..... but instead, Ksh..... (Amount in Words) ..... was erroneously deducted/remitted.

Please transfer the refundable amount to my Bank Account ☐ Credit my loan account ☐ Credit my share deposits ☐ Credit my share capital ☐ Credit my demand savings ☐

### **PAYMENT DETAILS**

Mode of payment Bank ☐ M-Pesa ☐

*NB: Only amounts of Ksh. 100,000 and below can be disbursed through M-Pesa. Payments will be made net of applicable Mpesa charges. M-Pesa disbursements will only be made to the phone number appearing in Kentours Sacco's official bio data records.*

For payment through the bank and where the amount is more than Ksh. 100,000, please fill the details below:

Account Name: .....

Account No: .....

Bank: .....

Branch: .....

Yours faithfully,  
Signature

Membership / Payroll No: .....

Employer unit .....

***NB: ATTACH COPY OF NATIONAL ID CARD/PASSPORT***