



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

Bank ☐ Mpesa ☐ Telephone No.

Account Name:

Account No:

Bank:

Branch:

Yours faithfully,

Signature

Membership / Payroll No:

Employer unit

NB: ATTACH COPY OF NATIONAL ID CARD/PASSPORT