

# Follow-Up on Refund Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request regarding the refund for the overpayment I made on [insert date of payment]. To date, I have not received confirmation on the status of this refund.

The details of the overpayment are as follows:

- **Invoice Number:** [Insert Invoice Number]
- **Amount Overpaid:** [Insert Overpaid Amount]
- **Date of Payment:** [Insert Date of Payment]

I kindly request that you provide me with an update on the status of my refund at your earliest convenience. If any further information is required, please do not hesitate to contact me.

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

Sincerely,

[Your Name]