

Request for Refund Due to Overpayment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a refund for an overpayment made on Invoice #[Invoice Number], dated [Invoice Date]. The total amount charged was [Charged Amount], while the correct amount should have been [Correct Amount].

Upon reviewing my records, I found that I inadvertently paid an excess of [Amount Overpaid]. I have attached a copy of the invoice and payment receipt for your reference.

Kindly process the refund of the overpaid amount at your earliest convenience. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]