

Application for Processing Refund of Excess Payment

Your Name: [Your Name]

Your Address: [Your Address]

Your City, State, Zip: [Your City, State, Zip]

Email Address: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

To,

The Accounts Department,

[Company/Organization Name]

[Company Address]

[City, State, Zip]

Subject: Application for Processing Refund of Excess Payment

Dear Sir/Madam,

I am writing to formally request the processing of a refund for an excess payment made on my account. My account number is [Account Number]. I noticed that an overpayment of [Amount] was made on [Date of Payment].

Details of the transaction are as follows:

- Payment Date: [Payment Date]
- Reference Number: [Reference Number]
- Amount Paid: [Amount Paid]
- Expected Refund Amount: [Refund Amount]

Attached are copies of the payment receipts and any relevant statements for your reference.

I kindly request that you initiate the refund process at your earliest convenience. Please let me know if you require any further information or documentation to expedite this process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]