

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the recovery of overpaid funds related to my account [Account Number] with [Company Name]. After reviewing my records, I have identified an overpayment amounting to [Amount] that occurred on [Date of Overpayment].

Details of the overpayment are as follows:

- Transaction Date: [Date]
- Transaction Amount: [Amount]
- Reference Number: [Reference Number]

According to my records, the amount due was [Correct Amount], but I inadvertently paid [Overpaid Amount]. I kindly request that you review my account and initiate the process for the recovery of the overpaid funds at your earliest convenience.

Attached to this letter, you will find copies of relevant documentation to support my claim. Should you need any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]