

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to kindly remind you regarding the refund of the overpayment on my account, [Your Account Number]. As per our previous correspondence dated [Previous Correspondence Date], the amount of [Overpayment Amount] was identified as an overpayment.

Please let me know if there are any forms or additional information you require from my side to expedite the processing of the refund. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]