

[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 follow up regarding my pending refund for an account overpayment. My account number is [Your Account Number].

As per our previous correspondence on [date of previous communication], I was informed that my refund request would be processed within [time frame]. However, I have yet to receive the refund or any updates concerning its status.

I would appreciate it if you could provide an update on this matter at your earliest convenience. Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,
[Your Name]