

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 appeal for a refund regarding an overpayment on my account ([Your Account Number]). After reviewing my account statements, I have identified that an overpayment occurred on [specific date or time period], resulting in a credit balance of [amount].

To support my claim, I have attached relevant documents including receipts and account statements that clearly illustrate the overpayment. I kindly request that you review my account and initiate the refund process at your earliest convenience.

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

Sincerely,
[Your Name]