

Subject: Inquiry Regarding Overpayment Refund on Account

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about an overpayment that I believe has occurred on my account ([Your Account Number]).

After reviewing my recent statements, it appears that I may have inadvertently made a payment exceeding my balance. I would like to kindly request a refund of the overpaid amount at your earliest convenience.

For your reference, the payment details are as follows:

- Date of Payment: [Insert Date]
- Amount Paid: [Insert Amount]
- Payment Method: [Insert Payment Method]

Please let me know if you require any additional information or documentation to process this refund.

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

Sincerely,

[Your Name]