Request for Confirmation of Refund

[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 formally request confirmation of a refund for the overpayment on my account, [Your Account Number], with your company.

After reviewing my recent account statements, I discovered an overpayment of [amount] made on [date of payment]. I would appreciate it if you could process this refund at your earliest convenience and confirm the date the refund will be issued.

Please do not hesitate to reach out if you require any further information to facilitate this request. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]