

Request for Refund of Overpayment

[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 am writing to formally request a refund for the overpayment on my account, [Account Number], dated [Date of Overpayment]. Upon reviewing my account statements, I noticed that I have made an overpayment of [Amount Overpaid].

Attached are copies of relevant documents including payment receipts and account statements for your reference. I kindly request that you process the refund of the overpaid amount at your earliest convenience.

Thank you for your prompt attention to this matter. Should you need any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]