

Formal Appeal for Premium Overpayment Return

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

Recipient's Name
Recipient's Position
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally appeal for the return of an overpayment made towards my premium account with [Company Name]. After reviewing my records, I have identified an overpayment of [insert amount] that occurred on [insert date].

As a loyal customer, I appreciate the services provided by [Company Name], but I believe it is important to address this discrepancy. The details of my premium account are as follows:

- Account Number: [Insert Account Number]
- Date of Overpayment: [Insert Date]
- Amount of Overpayment: [Insert Amount]

I kindly request a thorough review of my account and the processing of the refund for the overpaid amount. I have attached all relevant documentation to support my claim.

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

Sincerely,
[Your Name]