

Notification of Premium Overpayment Settlement

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you about the settlement of an overpayment related to your premium account.

After a thorough review of your account, we have identified an overpayment of [Insert Amount]. We sincerely apologize for any inconvenience this may have caused and appreciate your understanding.

To settle this overpayment, we will be processing a refund of the total amount mentioned above. The refund will be initiated on [Insert Refund Date] and should reflect in your account within [Insert Time Frame] days.

If you have any questions or require further assistance, please do not hesitate to contact our customer service team at [Insert Contact Information].

Thank you for your continued trust in our services.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Phone]

[Company Email]