

# Notification of Overpayment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Recipient's Name]

[Recipient's Title]

[Department/Agency Name]

[Agency Address]

[City, State, Zip Code]

Subject: Notification of Overpayment for Tax Refund Application

Dear [Recipient's Name],

I am writing to formally notify you regarding an overpayment identified in my recent tax refund application submitted on [Insert Submission Date]. After reviewing my records and the documents provided, I have discovered that the amount refunded to me exceeds what I was eligible to receive.

Details of the overpayment are as follows:

- Tax Year: [Insert Tax Year]
- Refund Amount Requested: [Insert Requested Amount]
- Amount Refunded: [Insert Refunded Amount]
- Overpayment Amount: [Insert Overpayment Amount]

I kindly request your assistance in rectifying this issue at your earliest convenience. Please let me know the necessary steps I need to take to resolve this matter.

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

Sincerely,

[Your Name]

[Your Tax Identification Number]