

Refund Request for Overpayment

Date: [Insert Date]

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

[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 a refund for an overpayment made on Invoice #[Invoice Number], dated [Invoice Date].

After reviewing my records, I noticed that the total amount paid was [Amount Paid], whereas the correct total for the invoice should have been [Correct Amount]. As a result, I have overpaid by [Amount Overpaid].

Attached to this letter are copies of the invoice and payment confirmation for your reference. I kindly ask that you process the refund of [Amount Overpaid] at your earliest convenience.

Thank you for your prompt attention to this matter. If you require any further information or documentation, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Job Title]