

# Invoice Refund Inquiry for Overpayment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about a potential refund related to an overpayment made on Invoice #[Invoice Number], dated [Invoice Date].

After reviewing my payment records, I have noticed that the amount paid exceeds the agreed total by [Amount Overpaid]. The total amount of the invoice was [Original Invoice Amount], and I accidentally submitted a payment of [Amount Paid].

To assist with the resolution of this matter, I have attached a copy of the invoice along with the payment confirmation. I would appreciate it if you could review this situation and advise me on the steps necessary to process the refund.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]