

# Utility Refund Request for Overpayment

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

[Utility Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Customer Service Manager/Specific Contact Person],

I am writing to request a refund for an overpayment made on my utility account (Account Number: [Your Account Number]). After reviewing my recent bills and payments, I have identified a discrepancy that has resulted in a surplus in my account.

The overpayment occurred as follows: [Brief Description of Overpayment, including dates and amounts]. As per my calculations, there is a total overpayment of [Amount].

I kindly request that you review my account and initiate the refund process at your earliest convenience. I have attached copies of relevant documents including my billing statements and payment confirmations for your reference.

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

Sincerely,  
[Your Name]