

Claim for Overpayment Refund

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a refund for an overpayment made on my account with [Company's Name].

Details of the overpayment are as follows:

- Account Number: [Your Account Number]
- Date of Payment: [Date of Overpayment]
- Amount Overpaid: [Amount]
- Description of Overpayment: [Brief Description]

I enclose copies of relevant documents for your review, including [list any documents you are enclosing, such as receipts or bank statements].

I kindly request a refund of the overpaid amount at your earliest convenience. Please let me know if you require any further information to process this request.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]