

Demand for Refund Due to Overpayment

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

Recipient's Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally request a refund due to an overpayment of [amount] that occurred on [date]. The payment was for [description of goods/services], and my records indicate that the total amount due was [correct amount]. However, I mistakenly paid [overpaid amount].

According to my calculations, this results in an overpayment of [amount]. I have attached copies of the relevant documents, including the invoice and payment receipts, for your reference.

In light of this, I kindly request that you process a refund of the overpaid amount at your earliest convenience. Please confirm receipt of this letter, and let me know if you require any further information to expedite the process.

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

Sincerely,
[Your Name]