

[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 for an overpayment made on my account. According to my records, a payment of [Amount] was made on [Date], which exceeds the owed amount of [Correct Amount].

Attached to this letter are copies of relevant payment records, including bank statements and invoices, which substantiate my claim. I kindly ask that you review my account and initiate the refund process at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Account Number]