

Refund Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that we have processed a refund for the overpaid amount on your account.

Details of the refund are as follows:

- **Account Name:** [Your Account Name]
- **Invoice Number:** [Invoice Number]
- **Overpaid Amount:** \$[Amount]
- **Refund Method:** [Method, e.g., Bank Transfer, Check]
- **Refund Date:** [Refund Date]

We apologize for any inconvenience this overpayment may have caused and appreciate your understanding in this matter. If you have any questions regarding this refund, please feel free to contact us at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Company Phone]