

Overpayment Correction and Refund Request

[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 correction for an overpayment made on [date of payment] for invoice number [invoice number]. Upon reviewing my records, I have identified that the payment made was [amount paid] which exceeds the due amount of [amount due] by [overpayment amount].

Please find attached all supporting documents for your reference. I kindly ask for the excess amount of [overpayment amount] to be refunded to me at your earliest convenience.

Thank you for your prompt attention to this matter. Should you need any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]