

# Overpayment Refund Follow-Up

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to follow up on my previous correspondence regarding the overpayment refund of [amount] for [reason for the overpayment]. It has been [duration since the previous communication] since I initially reached out, and I have not yet received a response.

I would appreciate an update on the status of my refund request at your earliest convenience. If there is any additional information or documentation required from my side, please let me know.

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

Sincerely,

[Your Name]