

Overpayment Refund Inquiry

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about a possible overpayment on my account, [Your Account Number], for the billing period of [Billing Period].

Upon reviewing my financial records, I believe I may have inadvertently overpaid due to [briefly explain the reason, e.g., duplicate payment, incorrect invoice amount, etc.]. I kindly request your assistance in reviewing this matter and issuing a refund for the overpaid amount.

Please find attached copies of my payment receipts and any relevant documentation for your reference.

I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your help.

Sincerely,

[Your Name]

[Your Address]

[Your Email Address]

[Your Phone Number]