

# Request for Excess Payment Refund

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a refund for an excess payment made to [Company/Organization Name] on [Date of Payment]. The details of the transaction are as follows:

- **Invoice Number:** [Insert Invoice Number]
- **Amount Paid:** [Insert Amount] (overpayment of [Insert Excess Amount])

According to my records, the total balance due was [Insert Correct Amount], which resulted in an excess payment of [Insert Excess Amount]. I kindly ask that you process this refund at your earliest convenience.

Please find attached copies of the relevant documents, including the receipt and invoice, for your reference.

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

Sincerely,

[Your Name]