

Sample Adjustment Letter Requesting Refund for Overpayment

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Request for Refund Due to Overpayment

Dear [Recipient Name],

I am writing to bring to your attention an overpayment made on my account with [Company Name]. Upon reviewing my recent transactions, I noticed that a payment of [Overpaid Amount] was made on [Transaction Date], whereas the correct amount due was [Correct Amount].

I kindly request that you process a refund for the excess amount of [Overpaid Amount Minus Correct Amount] at your earliest convenience, or alternatively, apply the overpayment as a credit toward my account. I have enclosed/attached a copy of the payment receipt and relevant documentation for your reference.

Please let me know if additional information or documentation is required to process this request. I appreciate your prompt attention to this matter and look forward to your confirmation regarding the refund or account adjustment.

Thank you for your assistance.

Sincerely,
[Your Name]