

## Adjustment Letter for Duplicate Payment Refund Request

An **adjustment letter for duplicate payment refund request** is a formal document used to notify a company or service provider about an overpayment made due to duplicate transactions, requesting a refund or credit adjustment. This letter clearly states the payment details, reasons for the duplicate payment, and the desired resolution while maintaining a polite and professional tone. Below is a sample template to assist in drafting such a letter:

### Sample Template

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name/Accounts Department]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]  
Subject: Request for Refund Due to Duplicate Payment  
Dear [Recipient Name/Accounts Department],  
I am writing to bring to your attention that a duplicate payment was inadvertently made for invoice number [Invoice Number] dated [Invoice Date], related to [brief description of the transaction]. The details of the payments are as follows:  
- First Payment: [Payment Amount], [Payment Date], [Payment Method], [Transaction Reference/Number]  
- Duplicate Payment: [Payment Amount], [Payment Date], [Payment Method], [Transaction Reference/Number]  
Upon reviewing my records, I noticed that both payments were processed for the same invoice. I kindly request a refund for the duplicate payment of [Duplicate Payment Amount]. Please find attached copies of payment confirmations for your reference.  
I would appreciate your prompt attention to this matter and look forward to your confirmation regarding the refund/credit process. If you require any further details or documentation, please let me know.  
Thank you for your assistance.  
Sincerely,  
[Your Name]