

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 invoice].
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], and a credit adjustment to my account.
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 do not hesitate to contact me.
Thank you for your assistance.
Sincerely,
[Your Name]
```