Letter of Refund for Excess Payment

From,

[Your Name],

[Your Address],

[Your Phone Number]

[Your Mail]

Date:

To,

[Receiver’s Name],

[Address],

[Phone Number]

[Mail]

Dear [Name] Sir,

I purchased a [product or service paid for] on the [date purchased], the sum of [amount paid] was paid instead of [normal amount expected]. I write to request for the extra payment I made [reason you made the extra payment]. I will be glad if the request is initiated from your end as soon as possible.

Yours Sincerely,

[Your Name]