

(Date of Letter)

(Name of Company)

(Room, Floor or P.O. Box)

(Street Address)

(City, State and Zip Code)

RE: Refund for Overpayment

Dear Accounting Clerk:

Subsequent to my payment posted the day of
(month/year), it was noted that the amount paid was in excess of the billing
statement. In review of my records, it is apparent that I have overpaid my
account in the amount of \$. In conjunction with the foregoing, it
is respectfully requested that the refund be directed to the undersigned or the
amount be credited to my account with evidence of that credit to the undersigned
within the next days.

Should your records differ in any way with the foregoing, please provide
immediate notice to the undersigned. Otherwise, I anticipate the refund within
days, as noted above, or a credit to my account with written acknowledgment from
you within days, as noted above. Thanking you in advance for your immediate
attention.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.