

## Request Letter To Supplier For Refund Of Overpayment #3

Date:

From,

Name \_\_\_\_\_

Address \_\_\_\_\_

Subject: Sample Request Letter to Supplier for Refund of Overpayment

To,

Name \_\_\_\_\_

Address \_\_\_\_\_

Dear \_\_\_\_\_,

We would like to bring to your kind attention that about the Refund of Overpayment. We have noticed that in one of the cases the payments are done in excess of the actual invoice amount. Below are the details of the transaction as follows.

Payment by cheque no \_\_\_\_\_

Invoice no \_\_\_\_\_ for an amount on \_\_\_\_\_.

We request to kindly refund back the excess amount paid by us. Cheque is in the name of \_\_\_\_\_.

We apologize for the inconvenience.

Thank you for your consideration.

Yours Faithfully,

Name \_\_\_\_\_

Signature \_\_\_\_\_