

## Refund Request Letter for Wrong Payment Template

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a refund for an erroneous payment made to your company in the amount of **[\$Amount]** on **[Date]**. This payment was intended for [describe the intended purpose], but due to a clerical error, it was mistakenly charged to my account.

Upon reviewing my financial statements, I noticed this discrepancy and have attached the relevant transaction details and documentation to support my claim. Transaction ID for the erroneous payment is **[Transaction ID]**.

I appreciate your immediate attention to this matter and request that the amount of **[\$Amount]** be refunded to my account at your earliest convenience. Please confirm receipt of this request and inform me of the steps necessary to process the refund.

I trust that this issue will be resolved promptly and look forward to your swift response. Should you require any further information to facilitate the refund process, feel free to contact me directly at **[Your Phone Number]** or **[Your Email Address]**.

Thank you for your cooperation and understanding.

Sincerely,

**[Your Signature (if sending a hard copy)]**

**[Your Printed Name]**