

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Correction of Mistaken Payment

I hope this message finds you well.

I am writing to bring to your attention an issue regarding a payment made on [date of payment]. It appears that an incorrect amount of [amount] was inadvertently transferred to your account due to [brief explanation of the error].

Upon reviewing my records, I realized that the intended payment should have been [correct amount]. I kindly request that you review this matter and assist in processing a correction at your earliest convenience.

Please let me know if you require any further information or documentation to facilitate this correction. I appreciate your prompt attention to this matter and look forward to resolving it smoothly.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title (if applicable)]
[Your Company Name (if applicable)]