

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

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

Subject: Request for Recovery of Overpayment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the recovery of an overpayment that was made in relation to [describe the transaction, service, or product].

Upon reviewing my records, I discovered that an amount of [specify amount] was overpaid on [date of payment]. The correct amount should have been [state correct amount], resulting in an overpayment of [state overpaid amount].

I kindly request that you review this matter and initiate the process for the recovery of the overpaid funds at your earliest convenience. I have attached relevant documentation to support my claim, including [list any documents attached, e.g., invoices, receipts, payment confirmations].

Please let me know if you require any further information or documentation to expedite the recovery process. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your cooperation.

Sincerely,

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