

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

<date>

<Name >
<Address>
<Address>
<Address>

Re: _____

Dear _____ :

Enclosed you will find a Payment Voucher and Check No. _____ in the amount of \$ _____ which I received from the State of _____, Department of Finance and Administration. Apparently when you sent your Annual Report and check to the Secretary of State, you overpaid them.

With kindest regards,

Sincerely,

BY:

/
Enclosures