

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

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Refund for Duplicate Payment/ Account #

Dear Name:

Recently, I mailed a payment to be applied to my account. However, when reconciling my bank statements, I noticed that I made a payment on this account two weeks ago prior to mailing my current payment. I am requesting a refund for this duplicate payment. Please mail the refund to the address listed above.

Sincerely,

N A M E