## Free Sample Letter of Refund Payment to Bank

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# Sample Letter of Refund Payment to Bank

April 20, 2057

[RECIPIENT'S NAME] [RECIPIENT'S ADDRESS]

Dear [RECIPIENT'S FIRST NAME],

I hope this letter finds you in good health and spirits. I am writing to notify you about an overpayment that has recently occurred in my bank account. I noticed the discrepancy while reviewing my bank statements, and I believe it's necessary to take appropriate actions to refund the overpaid amount.

I kindly request you to check my account details [YOUR ACCOUNT NUMBER] and verify the overpayment. The overpayment amount is [AMOUNT IN DOLLARS]. Once you are able to confirm the overpayment, I would appreciate if my bank account could be refunded with due diligence.

I apologize for any inconvenience this might have caused. Your understanding and cooperation are highly appreciated. At your earliest convenience, please let me know what the next steps are to ensure the refund is processed smoothly.

Sincerely,

[YOUR NAME]

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**RM Cervero** 

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