

Duplicate Payment Refund Letter

This package contains:

1. Instructions & Checklist for a Duplicate Payment Refund Letter
2. Duplicate Payment Refund Letter

Instructions & Checklist for Duplicate Payment Refund Letter

- This package contains (1) Instructions & Checklist for Duplicate Payment Refund Letter; and (2) Duplicate Payment Refund Letter;
- This form is designed to assist you in drafting a letter for when you need to refund a duplicate payment.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Ref: [Account or Invoice Number]

Dear [Name of Recipient]:

Thank you for your recent payment of [Payment Amount] which we received on [Date].

However, it appears that this is a duplicate payment. We previously received a separate payment of [Payment Amount] on [Date]. Therefore, I am refunding your second payment. Please find your refund enclosed. If you have any questions or concerns regarding your account, please do not hesitate to contact us.

In the meantime, thank you again for choosing to do business with us. We look forward to serving you again in the future.

Sincerely,

[Your Name]
[Title]