[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: REFUND OF DUPLICATE PAYMENT SENT BY CLIENT**

Dear [CONTACT NAME],

Please find enclosed a cheque for [AMOUNT] which represents a refund for your inadvertent duplicate payment for [PURPOSE].

We are happy that [OUR or YOUR] bookkeeping department spotted this overpayment swiftly.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]