[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: REFUNDING DUPLICATE PAYMENT REQUEST**

Dear [CONTACT NAME],

On [DATE], our office mailed you a cheque for the amount of [AMOUNT] per your invoice dated [DATE].

After reviewing your file, we realised that this particular account had been paid in full on [DATE]. I am enclosing a photostat of our cancelled cheque [NUMBER] for the amount of [AMOUNT].

We would greatly appreciate if you would reimburse this office for the duplicate payment. We sincerely apologise for any inconvenience this mistake has caused.

Thank you for promptly attending to this matter.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]