**To**

**[The Recipient Name]  
[Business Name]**

**Re. Request to Refund an Amount of $[X] due to the Wrong Payment Made on [DATE]**

Dear [RECIPIENT’S NAME], I am [NAME] and in this letter, I request you to refund the amount overpaid to you. I refer my letter to the email sent to you informing the discrepancy in the payment of my dues. It is remorseful that we did not get any response from you. No one on your behalf contacted us for one week. I am writing this letter to endorse the refund of the remaining account.

On [DATE], you were laid off from the company permanently due to a reduction in the company’s annual profits and capacity to accommodate the already available workforce. Due to the increasing debt of the company, officials decided to lay off a few of the employees depending on their job nature and the company’s requisites. Unfortunately, you were one of them and we had to remove your designation.

It was told to us that the dues shall be deposited in the company’s account in less than three days. After waiting for a week, we received an amount of $[X] whereas the actual outstanding amount is $[X]. A total $[X] amount is remaining whereas only $[X] was added into the company’s account.

Having all this mentioned, I have enclosed the relevant documents including the attendance sheet highlighting your working days for the month of [MONTH]. I request you to refund the extra amount. I shall be grateful to you for this. You can contact us for details at [PHONE] or [EMAIL]. In case of non-compliance and not refunding the amount, we will be impelled to send you legal notice by the court of law.

Regards.

[Your Name]  
[Business Name]