[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Refund for Overpayment on Account #[Account Number]

Dear [Recipient Name],

This letter is regarding the final settlement of your account referenced above. Following a final review of our records and the closing of your account on [Account Closing Date], we have identified an overpayment in the amount of $[Amount].

This credit balance resulted from [Reason for overpayment, e.g., an automated payment processed after the final bill / an overestimation of final charges].

Please find enclosed a check for the full refund amount of $[Amount].

If you have any questions regarding this refund or your final statement, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your past business.

Sincerely,

[Your Name/Signature]
[Your Title/Department]

Enclosure: Refund Check #[Check Number]