[Date]

[Recipient Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Subject: Confirmation of Electronic Funds Transfer (EFT) Setup for Overpayment Refund

Dear [Recipient Name],

This letter is to confirm that we have successfully processed your request to set up Electronic Funds Transfer (EFT) for the refund of your overpayment regarding [Account/Reference Number].

The details of the account on file are as follows:

- **Bank Name:** [Bank Name]
- **Account Type:** [Checking/Savings]
- **Account Ending In:** [Last 4 Digits]

The total refund amount of $[Amount] is scheduled to be deposited into this account on or before [Date]. Please allow 3-5 business days for the transaction to appear in your bank records.

Going forward, any applicable overpayment refunds will be issued to this account unless you notify us of a change in your banking information.

If you did not authorize this setup or if the information above is incorrect, please contact our billing department immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department]
[Company Name]