Details of the recipient  
Name  
Contact details  
Address.

**Subject:** [Write subject line here]

Dear Mr. ABC,

We have received the amount of 100$ to our account that you have sent to us. We would like to say thanks to you for this transaction. However, it is to inform you that the company has reversed some charges and according to our revised charges, you have sent 50$ extra to our account. We have considered the amount sent by you as an overpayment.

We are ready to send you back the refund of the extra 50$. However, if you want to adjust this excess money in your next month’s bill, you can let us know about it. Please feel free to call us and if you have any queries in your mind regarding this matter.

In case you don’t respond to us, we will refund you the excess money by 15th April 20XX.

Regards

Name of the sender

Signatures

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