

# Cash Refund Application for Overpayment or Mistakes

## 1. Application for Cash Refund Due to Clerical Errors

To,  
The Manager,  
[Bank Name],  
[Branch Address],  
[City, State, PIN]

Subject: Application for Cash Refund Due to Clerical Errors

Respected Sir/Madam,

I, [Your Name], holder of Account Number [Account Number] at your esteemed bank, am writing this letter to bring to your notice an issue regarding a clerical error that has resulted in an incorrect deduction from my account.

On [Date], an amount of INR [Amount] was deducted from my account under the transaction ID [Transaction ID]. To my surprise, this transaction was not authorized by me and seems to have been carried out as a result of a clerical error. The said amount was intended for [the purpose for which the money was supposed to be used], but due to the mistake, it has been incorrectly debited from my account.

I kindly request you to look into this matter with urgency and rectify the error by refunding the deducted amount back into my account. I understand that errors can occur and trust that the bank will make the necessary corrections in the most efficient and expedient manner possible.

I am attaching herewith the transaction receipt and other relevant documents for your reference and convenience. I hope that my request will be considered and the necessary action will be taken at the earliest.

Thank you for your attention to this matter and I await your prompt response.

Yours sincerely,

[Your Name]  
[Your Contact Number]  
[Your Email Address]  
[Your Residential Address]

Date: [Date]  
Place: [Place]

## **2. Application for Refund of Overpayment Made to Utility Companies**

To,  
The Manager,  
[Utility Company's Name],  
[Company's Address],  
[City, State, Postal Code]

Subject: Application for Refund of Overpayment

Respected Sir/Madam,

I, [Your Full Name], a resident of [Your Full Address], am writing this letter to bring to your notice an issue regarding an overpayment that I have made to your company.

I have been your customer for a considerable period and have always paid my utility bills on time. However, while making payment for the bill of the month of [Month, Year], an error occurred, and an amount of INR [Overpaid Amount] was paid instead of INR [Actual Bill Amount]. The overpayment is of INR [Difference Amount].

My consumer number is [Your Consumer Number]. The transaction was made via [Bank Name] on [Date of Transaction]. The transaction ID of the payment is [Transaction ID].

I kindly request you to look into this matter and arrange for a refund of the excess amount paid, which is INR [Difference Amount]. You can process the refund to the same bank account from which the payment was made.

Enclosed with this letter are copies of the utility bill and bank statement highlighting the overpayment for your reference.

I hope for a prompt and positive response from your side. Please feel free to contact me in case of any further information or clarification.

Thanking you in advance.

Yours faithfully,  
[Your Full Name]  
[Your Contact Number]  
[Your Email Address]

Attachments: Utility Bill, Bank Statement

### **3. Application Requesting Refund for Incorrect Billing**

To,  
The Manager,  
[Company Name],  
[Company Address],

Subject: Request for Refund due to Incorrect Billing

Respected Sir/Madam,

I, [Your Name], am a customer of your esteemed organization, bearing the customer ID [Your Customer ID]. I am writing this letter to bring to your notice an issue regarding an incorrect bill that I received dated [Billing Date].

Upon reviewing the said bill, I found that there were some unaccounted charges which do not align with my usage or purchase. The billed amount is INR [Billed amount], while according to my calculations, it should have been INR [Your calculated amount]. This discrepancy has caused undue stress and inconvenience.

In light of the above, I kindly request you to look into this matter at the earliest and rectify the error. If the excess amount charged has indeed been an error, I

would appreciate if the same could be refunded to my account or adjusted in my subsequent bills.

I am attaching a copy of the bill and other necessary documents for your perusal. I truly believe that this is a simple misunderstanding and have faith in your quick resolution.

Thank you for your time and consideration. I look forward to your prompt response.

Yours faithfully,

[Your Name]

[Your Contact Details]

## **4. Application for Reimbursement of Overpayment on Taxes**

To,  
The Tax Officer,  
Income Tax Department,  
[City, State, ZIP Code]

Subject: Application for Reimbursement of Overpayment on Taxes

Dear Sir/Madam,

I, [Your Full Name], a resident of [Your Full Address], am writing this letter to bring to your attention an issue regarding an overpayment that I have made towards my income tax for the financial year [mention the financial year]. My Permanent Account Number (PAN) is [Your PAN Number].

During my final tax calculation, I noticed that I have paid an excess amount of INR [Amount] due to an error in my computations. This overpayment was unintended, and I request your kind office to arrange for a reimbursement of the said amount.

I have attached with this letter, a copy of my Income Tax Return (ITR) for the mentioned financial year, which clearly shows the overpayment. I kindly request you to verify the details and process my reimbursement at the earliest.

Your prompt attention to this matter will be highly appreciated. Please do let me know if you need any further information or documents from my end.

Thank you for your understanding and cooperation.

Yours sincerely,

[Your Full Name]

[Your Contact Number]

[Your Email ID]

[Date]

Attachments: Income Tax Return for the financial year [mention the financial year]

## **5. Application for Cash Refund Following Payment System Glitches**

To,  
The Manager,  
ABC Bank,  
XYZ Branch,  
City, State, India.

Date: DD/MM/YYYY

Subject: Application for Cash Refund Following Payment System Glitches

Respected Sir/Madam,

I, [Your Name], holding account number [Your Account Number] with your esteemed bank, write this letter to bring to your attention a matter of concern that I recently encountered.

On the date of [Transaction Date], I attempted to make a transaction of Rs. [Transaction Amount] using your bank's digital payment system. However, due to some technical glitches, the amount was debited from my account but was not credited to the receiver's account.

I have already contacted your customer service helpline regarding this issue but there has not been a satisfactory resolution yet. In light of this situation, I kindly request your intervention to expedite the process and ensure that the debited amount is refunded back to my account at the earliest.

I am enclosing the transaction reference number [Transaction Reference Number] and other relevant details for your reference. I trust your bank's commitment to customer service and believe that this matter will be resolved quickly.

Thank you for your understanding and prompt attention to this matter. Please feel free to contact me for any additional information or clarification.

Yours faithfully,  
[Your Name]  
[Your Contact Number]  
[Your Email ID]