

John Smith
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Date: June 15, 2024

Accounts Department
ABC Corporation
789 Commerce Road
Chicago, IL 60601

Subject: Refund Claim Request Due to Lost Payment

Dear Sir/Madam,

I am writing to formally request a refund for a payment that has been lost in transit. On May 20, 2024, I issued a payment of \$540 (Check No. 1034) towards Invoice #4278 for services rendered. According to my bank records and your payment portal, this payment has not been received or credited to my account.

Attached are copies of the payment receipt, check details, and correspondence with my bank confirming that the check was processed on my end. Despite my efforts to resolve this matter informally, the issue remains unresolved. Therefore, I kindly request a full refund or appropriate credit to my account.

I appreciate your immediate attention to this matter. Please inform me should you require any additional documentation.

Thank you.

Sincerely,

John Smith

Important Notes:

- Always keep copies of all communications and transaction records.
- Attach supporting evidence (receipts, statements) with your claim.
- Clearly state the amount, purpose, and the date of the lost payment.
- Address the letter to the responsible department or person.
- Use formal and concise language for professionalism.